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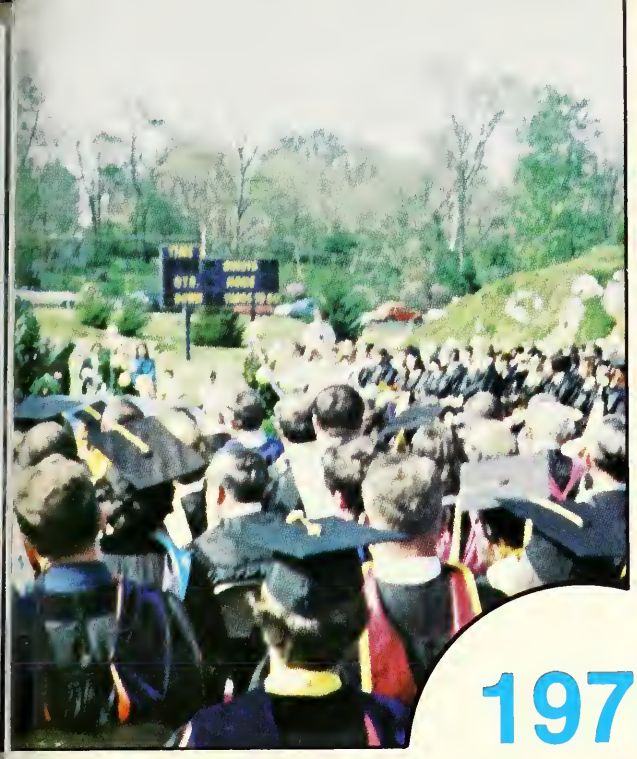

1975
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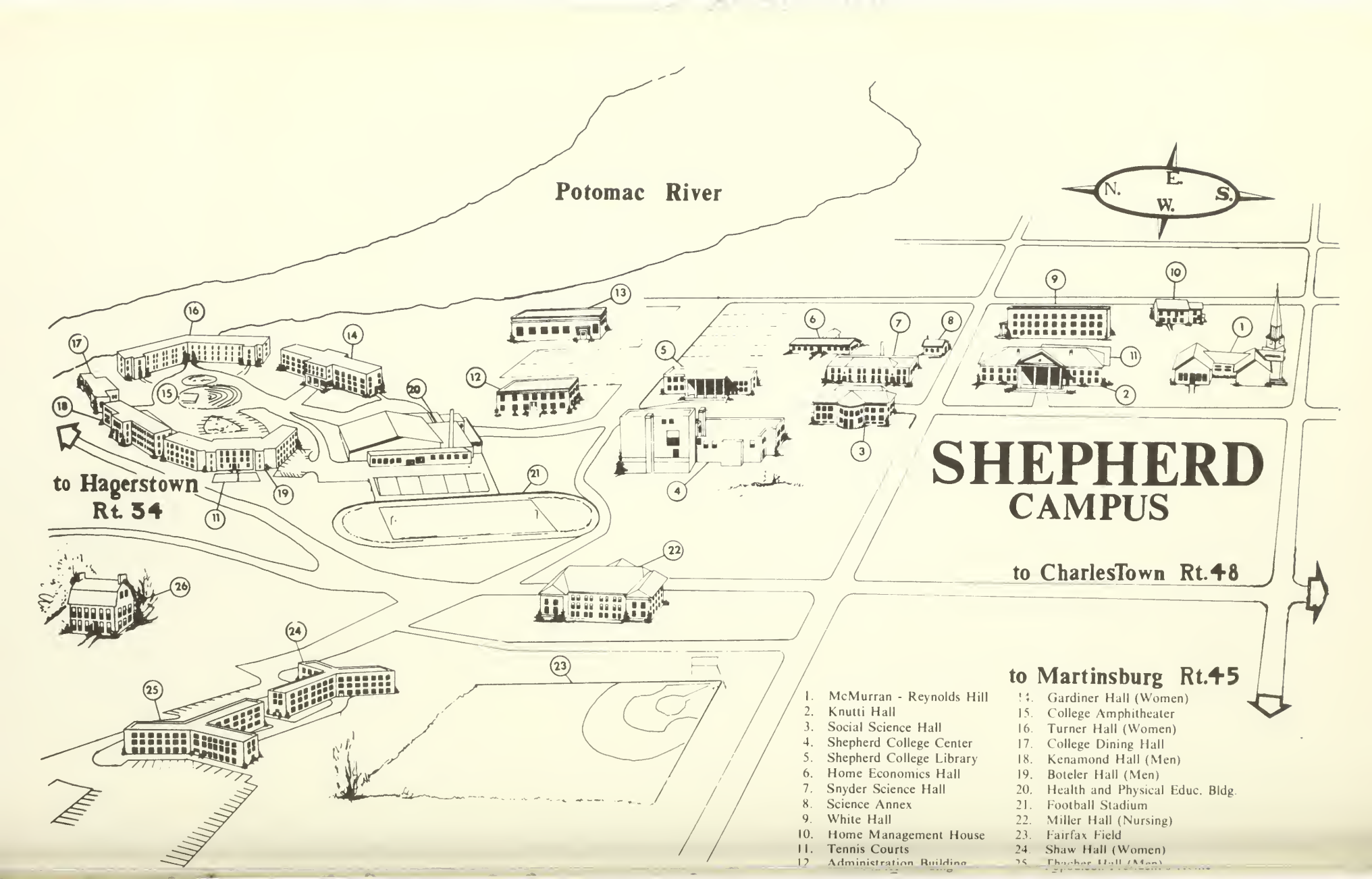
SHEPHERD COLLEGE

MINI-CATALOG


Potomac River
N.
E.
W.
S.
SHEPHERD
CAMPUS
to Hagerstown
Rt. 34
to CharlesTown Rt. 48
to Martinsburg Rt. 45
1. McMurran - Reynolds Hill
2. Knutti Hall
3. Social Science Hall
4. Shepherd College Center
5. Shepherd College Library
6. Home Economics Hall
7. Snyder Science Hall
8. Science Annex
9. White Hall
10. Home Management House
11. Tennis Courts
12. Administration Building
14. Gardiner Hall (Women)
15. College Amphitheater
16. Turner Hall (Women)
17. College Dining Hall
18. Kenamond Hall (Men)
19. Boteler Hall (Men)
20. Health and Physical Educ. Bldg.
21. Football Stadium
22. Miller Hall (Nursing)
23. Fairfax Field
24. Shaw Hall (Women)

SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE

Accredited by the

North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting
Council on Social Work Education

Member

American Association of Colleges for Teacher Education
American Association of University Women
American Public Relations Association
American Council on Education
American Association of Community and Junior Colleges

SHEPHERD COLLEGE MINI-CATALOG 1975-76

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Howard N. Carper, Jr., Coordinator of the Regents B. A. --Non-traditional degrees.

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SHEPHERD COLLEGE FACULTY

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+ Designates Division Chairman
* Designates Doctoral Candidate

SECTION II

GENERAL INFORMATION

GENERAL STATEMENT

Shepherd College is a state supported, four-year, liberal arts, business and teacher education institution, with a community college component, under the supervision of the West Virginia Board of Regents. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

An Accredited Institution

The college is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education and the Council of Social Work Education. The institution is a member of the American Association of Colleges for Teacher Education and American Council on Education. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Washington, D.C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

Summer Session

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic

standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms of five weeks each.

Off Campus Program

Off campus classes may be organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

A graduate program in cooperation with West Virginia University is now in effect.

Community College Component

In order to provide career and technical Community College programs throughout 'Eastern West Virginia a community College Component was established in 1974 within the Administrative framework of Shepherd College. The Community College philosophy subscribes to the concept of learning for all ages whenever and wherever needed in the service area. Continuing education, community services and certificate and associate degree programs are provided under the auspices of the Community College Component.

Ideally Located

Shepherd College is situated within ninety minutes drive of downtown Washington or Baltimore. The curriculum of the college is vastly enriched by making field trips to that metropolitan area a part of the learning activities. Observation trips to the United States Supreme Court, the United States Congress, and other Federal agencies are easily accomplished. The cultural program of the college is likewise enriched by the scheduling of artists and performing groups from the city. In their recreational life, students find the location of the college most advantageous.

SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling limestone land extending from Main Street in Shepherdstown to the banks of the Potomac River. The campus provides sites for eighteen academic buildings and residence halls, as well as other buildings.

SECTION III

ADMISSIONS

GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to race, color, religion, or sex. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying—August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs or other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and $25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshman students only). In addition, college transfer students must have a Student Personnel Record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

ADMISSION OF HIGH SCHOOL GRADUATES

INSTATE (WEST VIRGINIA RESIDENT) STUDENTS

All residents of the state of West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects are eligible for admission to Shepherd College.

OUT-OF-STATE (NON WEST VIRGINIA RESIDENT) STUDENTS

The following criteria will be considered when determining an out-of-state student's eligibility for admission to Shepherd College:

secondary school program followed; grade point average or class rank; American College Test Scores (SAT scores will be considered if the student has not taken the ACT; however, for any freshman admitted, ACT scores must be on file by the end of the first semester in which the student is enrolled); recommendation of high school guidance counselor or principal.

EARLY ADMISSION PLAN

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be strongly endorsed by their high school principal and counselor; they should normally have superior high school records and correspondingly high American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Applicants must be mature enough to make adequate adjustment to college life. Emphasis is placed therefore on the high school record, recommendations from high school personnel and the student's personal interviews with Shepherd College Admissions and Student Affairs staff members. Once admitted, early entrants have the same status as other students, they take regular college programs and are required to meet the usual standards of performance. They are eligible for College financial aid on equal terms with entering high school graduates. Individuals desiring information about the Early Admission program should contact the Director of Admissions.

EARLY DECISION PLAN

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade average of B (3.00) at the end of the sixth semester of high school and will need to meet all of the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant will receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for futher information.

The Octoberfest at Homecoming permits organizations to compete for awards while alumni renew old acquaintances.

ADMISSION BY G.E.D. TEST

Non high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previous) will be admitted if they attain a standard score of 35 (which is the State requirement for a diploma) on each of the five parts of the General Education Development Test or an average standard score 45 or above on the entire test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

CLEP TESTS

Successful completion of CLEP tests may be used in lieu of other admission requirements. Each case shall be determined on an individual basis by the Admissions and Credits Committee.

Students will be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements of Shepherd College, the credit shall be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examinations on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. At present the closest center to Shepherd College is located at Frederick Community College, Frederick Maryland.

WAIVING FRESHMAN ENGLISH

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

Students who score 26 or better on the English portion of the ACT may request the Chairman of the Division of Languages and Literature to waive the requirement of English 101. In this event, the Division Chairman will refer the student to the Freshman Evaluation Committee, which will give him a Division English 101 test and one or more themes. On the basis of this test and theme(s) the committee may waive the requirement of English 101. No credit will be allowed for the waived requirement; the student must still complete 128 hours for graduation, and he must select some other class in English in lieu of the English 101.

COLLEGE TRANSFER STUDENTS

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. In addition to other required materials college transfers are expected to have a 2.00 overall average on all courses attempted and eligibility to return to their former college. A student who is on either academic or social probation is not considered eligible for admission to Shepherd College.

All grades and credits transferred to Shepherd College are posted on the permanent record exactly as received from all other colleges. Grades earned at another institution cannot be used to make up a deficit of quality points at Shepherd College. Transcripts must be mailed directly to Shepherd College from all colleges which the prospective student has previously attended. Transcripts received by Shepherd College become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit.

HIGH SCHOOL HONORS PROGRAM

High School students who have completed the junior year of study may be admitted to Shepherd College to enroll in not more than 17 semester hours per semester if the following conditions are fulfilled:

1. Recommendation of the high school principal.
2. Completion of all high school subjects prerequisite to enrolling the desired college course.
3. Attainment of at least a "B" average in high school subjects required for college admission.
4. Completion of at least thirteen (13) units of high school credit.

Courses must be approved in advance of registration by Shepherd College. Official college credit will be recorded only after institutional receipt of high school graduation certification. All high school credit should be completed within a year after the initial college registration.

PROJECT AHEAD (Army Help for Education & Development)

Shepherd College has approved participation in the Army's new educational program, Project AHEAD. Under this program the College will admit qualified men and women as degree candidates at the time of their enlistment in the Army and provide counseling assistance to help them plan academic programs that will take advantage of approved course offerings wherever they may be stationed. Individuals designated as Project AHEAD students will be accepted for the Bachelor degree, Associate degree or One-Year Certificate programs.

After qualifying for Army service and fullfilling the "home school's" (Shepherd College) cooperative education requirement, the Project AHEAD student-soldier is counseled on how to apply credits earned for college courses while on or off Army duty. Army counselors in on-post educational centers provide local guidance to make sure that the soldier-student takes the right courses to complement his or her education program at Shepherd College.

When the Project AHEAD student is discharged from the Army and returns to the Shepherd campus, the course work he has taken while in the service is accumulated and credited toward his degree program. College Level Examination Program (CLEP) tests, College Entrance Examination Board (CEEB) Advanced Placement tests, and USAFI course work can also be used for college credit.

Individuals interested in learning more about the Project AHEAD program at Shepherd College should contact the Director of Student Development at Shepherd College.

REGENTS B.A. DEGREE

Shepherd College is one of a number of West Virginia Colleges and Universities participating in the Regents B. A. degree program. This is a non-traditional degree designed with the adult population in mind. It utilizes credit from a variety of sources including that awarded in recognition of knowledge gained from practical life and work experience. The Regents B. A. is also a much more flexible program than most; it enables the student to concentrate in one or two areas or to spread work over a wide variety of fields, depending on the individual's objectives. It is available only to those persons whose high school class graduated at least four years ago.

SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Shepherd College is a member institution of the Servicemen's Opportunity College Program. This program provides opportunities for servicemen and women to pursue educational programs through a variety of traditional and non-traditional means -- on-campus and on-base, in a variety of instructional modes or delivery systems and at times appropriate to their duty assignments. Shepherd College will work with servicemen and women to ensure that course work taken elsewhere is not lost when the student enters Shepherd College.

Shepherd College has designated a trained counselor as the servicemen's counselor. This individual is available at times and locations convenient to the servicemen and women to assist them in their understanding of all educational options available within the SOC program. Tutorial services and similar learning assistance programs are available.

The SOC program provides maximum recognition of educational experiences obtained in the Armed Services. The use of United States Armed Services Institute (USAFI) courses, the College Level Examination Program (CLEP), College Entrance Examination Board (CEEB) Advanced Placement tests and other recognized tests will be used to award credit to the SOC participant.

Individuals interested in learning more about the SOC program at Shepherd College should write to the Director of Student Development at Shepherd College.

DIRECT TRANSFER AGREEMENTS

Shepherd College has developed direct transfer agreements with Ferrum College, Ferrum, Virginia; Northern Virginia Community College, Annandale, Alexandria, Manassas, Sterling and Woodbridge,

Virginia; Allegheny Community College, Cumberland, Maryland; Southern West Virginia Community College, Logan and Williamson, West Virginia; Hagerstown Junior College, Hagerstown, Maryland; Frederick Community College, Frederick, Maryland; Montgomery College, Rockville and Takoma Park, Maryland; and Howard Community College, Columbia, Maryland, and plans to develop agreements with other two-year junior and community colleges in the near future. These agreements guarantee that students transferring from the two-year college will be accorded class standing by the number of semester hours or quarter hours completed at the two-year college and that all course work taken at the two-year college will be credited toward the student's bachelor degree program at Shepherd College.

Applicants interested in the details of these direct transfer agreements should contact one of the colleges involved or Shepherd College. Officials of institutions desiring an agreement with Shepherd College should contact the Director of Admissions at Shepherd College.

RE-ADMISSION OF STUDENTS

A re-admission application must be completed by a student who was not enrolled the preceding semester. A health record is valid for five years.

ADMISSION OF FOREIGN STUDENTS

Applications from foreign students should be submitted at least four to six (4 to 6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test

of English as a Foreign Language, (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D. C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D. C.

Foreign Students should make all arrangements for their financial obligations to Shepherd College and for their entire stay in the United States before leaving their home countries.

NON-DEGREE STUDENTS

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student desires to enroll.

Other persons may be considered for admission as special students upon application to the Office of Admissions and may enroll in those courses for which they are qualified.

AUDITING COLLEGE COURSES

A student may audit a college course by making application in the Office of Admissions as an auditor and paying the regular college fees in the Business Office. As an auditor, he is expected to attend classes regularly, but he will not receive credit at the conclusion of the course or at a later date.

ENROLLMENT PROCEDURES

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the

health form signed by a physician, housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., courses taken, senior courses in progress and test scores if taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Every student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Registrar. An advisor will be appointed for all first-time enrollees. A student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

COLLEGE CREDIT FOR MILITARY SERVICE

Institutions of higher learning in West Virginia will grant credit of four (4) semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, miltary training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours, Health Education; two hours, First Aid; four hours, Recreational Activities; four hours, Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

SUMMER ORIENTATION, TESTING AND EARLY REGISTRATION

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in June and July. Students attending these sessions will meet with their

academic advisors, will plan their fall course schedules, and will register for their fall semester courses.

DELAYED ENROLLMENT PLAN

Students who are offered admission to the freshman class at Shepherd College may postpone their enrollment for one year. Admitted freshmen who choose this option must submit a letter requesting that their application be reconsidered by April 1 for the fall semester, May 1 for the summer sessions, or November 1 for the spring semester. These students will be guaranteed space, except in the Nursing Program, if they satisfy previous admission requirements made as conditions of their original admission. They must have an honorable record in the intervening year. Assurance of future admission does not apply to students who enroll in another college or university during the intervening period; in such cases, it will be necessary to consider the student as a transfer applicant based on the course work taken at the other college or university. The student delaying his enrollment must complete a new admissions application form to update information about himself and his proposed academic program.

FINANCES

COLLEGE EXPENSES FOR THE ACADEMIC YEAR 1975-76

	Students Not living in Dormitories	Students Living in Dormitories (includes Board)
West Virginia Students:		
Tuition and Fees per Semester	$ 159.75	$ 805.75
Tuition and Fees per Year	$ 319.50	$ 1611.50
Non-Resident Students		
Tuition and Fees per semester	$ 609.75	$ 1255.75
Tuition and Fees per Year	$ 1219.50	$ 2511.50

Books are estimated to cost approximately $75.00 per semester. Spending money depends on the student's personal tastes, generally $5.00 to $15.00 per week.

Students living in Open Dorms are assessed an additional fee of $10.00 per semester.

Residence Hall Room Deposits are $25.00

NOTE: Fees for parttime students are calculated on a per hour basis. All fees are subject to change by the West Virginia Board of Regents.

STUDENT PERSONNEL SERVICES

ORIENTATION TO COLLEGE

You've heard many people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a summer orientation program. During this one day visit to campus, new students have an opportunity to meet with faculty advisors, counselors, members of the Student Affairs staff and other administrators. Students are given an introduction to the academic program. They plan a tentative schedule for the fall semester. Students are also given an opportunity to participate in discussion groups covering various phases of the academic program, campus services, and extra-curricular activities. Since these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates are announced to newly admitted students early in the spring.

STUDENT DEVELOPMENT

A student development staff has been employed to help students make the most of their opportunities to develop personally, socially, and intellectually. One of the primary concerns of the staff is that of helping students adjust to the total college environment. Within this department are found counseling, testing, and placement services along with federally funded Student Special Services.

Three professionally qualified counselors are part of this staff. They are eager to work with students who have concerns in the personal-social, vocational, or academic areas. Confidential treatment of things the student feels are "personal" is the byword in the counseling center. In addition to counseling, this office arranges employment or placement interviews for graduating seniors or alumni in the non-teaching fields. Representatives of business, industry, and government are invited to the campus for the purpose of recruiting Shepherd graduates. This office also serves as the clearing-house for any off-campus part-time jobs which may be available to students.

Student Special Services is designed to assist college students through reading/study skills development, counseling, and tutoring. Through a qualified reading/study skills specialist, students can improve their reading skills and develop effective study habits. A professionally trained counselor assists students with any academic, personal and/or vocational concerns they encounter. A staff of student tutors,

competent in their fields, offer academic assistance to students having difficulty in a particular class. Students are encouraged to enroll in this program early in the year so that they may receive effective assistance.

Harry Young, Director of Student Development, talks with students about College Center programs.

HOUSING PROGRAMS AND SERVICES

At Shepherd College, the residence halls are considered an integral part of the educational program with the hope that they will provide opportunities both directly and indirectly for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age or whether or not emancipated, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions will be made with the following order of priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) in cases of older students, as, for example, returning military veterans and previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out for the benefit of all residents, providing them with opportunities to learn to live happily and comfortably within groups. A major value of the experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students

consent to an agreement with Shepherd College that they will adhere to the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Students supply linens (a rental plan is available), pillows, blankets, spreads, rugs and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws, but in unusual circumstances the college will keep personal property for two weeks. Any property left two weeks after a student has withdrawn will be discarded.

FOOD SERVICES

To provide for the eating pleasure and nutritional needs of students, the College operates a well equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Circle between Kenamond and Turner Halls. Off campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

The Shepherd Cheerleaders strike a pose for Victory.

SCHOLARSHIPS, FINANCIAL AID, AND STUDENT EMPLOYMENT SERVICES

Shepherd College has established various types of financial aid to assist the student in obtaining a higher education. These include scholarships, loans, grants-in-aid, and part-time employment. Selection for financial aid will be made on the following basis: (1) Need, (2) Scholarship, (3) Character, and (4) Qualities of leadership, personality, and service.

An applicant for financial aid must be admitted to the College before he will receive any notice of a financial aid award. One application separate from the Admissions Application is used for all scholarships and financial aids administered by the College. (Please note that some of the financial aids mentioned in this section require a separate application. This fact will be noted in the description of those aids.) In addition to the application, a student must complete a Parent's Confidential Statement, published by College Scholarship Service. The P.C.S. is the need analysis document and therefore an integral part of the application process. This form may be obtained from your guidance counselor or as part of your aid application. The deadline for the receipt of financial aid applications by the College is April 1 for entering freshmen and transfers and March 1 for presently enrolled and readmitted students. Applications received after the above deadline will be accepted on a first come—first serve basis until funds are exhausted. Financial aid is awarded one year at a time and a new application must be submitted every year.

SCHOLARSHIPS

Scholarships are granted to students who have demonstrated academic excellence in high school and who have maintained at least a "B" (3.00) average or better, who have been graduated in the upper 1/3 of their graduating class and who have attained a composite score of twenty-one (21) or better on the American College Test (ACT). The following are some of the scholarships available to students meeting the above criteria:

Ella May Turner Memorial Scholarships

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women to attend Shepherd College.

Shirley Cooper Memorial Scholarships

Established in memory of Dr. Shirley A. Cooper, an alumnus of the

Class of 1927, by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education so that deserving students may secure the benefits of a college education.

Dr. Ruth Scarborough Scholarship

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History, who taught and advised many students in history during her thirty years at Shepherd College. This scholarship has been provided to assist deserving students in history and the social sciences who are enrolled in or who plan to attend Shepherd College.

Claude Worthington Benedum Foundation Scholarship and Loan Fund

The Claude W. Benedum Foundation of Pittsburgh, Pennsylvania, has established a scholarship and loan fund at Shepherd College to aid worthy West Virginia high school graduates to attend college.

Alice Frank Memorial Music Scholarship

Established in memory of Alice Frank, wife of Dr. Guy Frank, chairman of the Division of Creative Arts at Shepherd College. This scholarship has been provided to assist a student nominated by the Music Department of Shepherd College.

Ray E. Harris Scholarship

Established in honor of Ray E. Harris, Professor Emeritus of Biology and for many years chairman of the Division of Math and Science. This scholarship has been established to assist deserving students who are enrolled in or plan to attend Shepherd College.

William R. Thacher Memorial

Established in memory of William R. Thacher, Professor Emeritus of Ecomonics and Geography and who served as President of the Shepherd College Foundation after retirement. This fund has been provided to serve as matching funds for student loans and/or direct scholarship aid.

Dr. Sara Helen Cree Scholarship

Established in honor of Sara Helen Cree, Professor Emeritus of Physical Education. This scholarship has been provided to assist an upper class student in Physical Education.

Shepherd College Scholarships

The West Virginia Board of Regents has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to be based upon scholarship, personality and economic status. The number depends on the past year's enrollment.

Organization and Alumni Scholarships

Dr. J. O. Knott Scholarships, P.S. Scholarship, Raymond Baby Freshman Scholarship, Storer College Alumni Memorial Scholarships, Shepherd College Alumni Scholarships, District Number Six Scholarship Fund for Nurses, and others.

Shepherd College Foundation Memorial Funds

The Financial Aid Office administers a number of memorial funds. These are monies which have been contributed to the Shepherd College Foundation by alumni and friends. The purpose of these funds is to assist students who are in financial need. Contributors, include:

Dr. I.O. Ash, Hazel Barnes, Ira Combs, Anna Hill Egle, Attorney George B. Folk, Mabel H. Gardiner, Warren B. Horner, John W. Headlee, Edith Ikenberry, P.H. and H.D. Lowry, Paxton Marshall, A.C. Nerhood, Lt. Gilbert Perry, Jr., Dr. Curtis G. Power, Darrell Reeder, Arthur Slonaker, Dr. William Speg, Harry J. Stuckey, Dr. Edward Thomas, Dr. W. H. S. White, Lorraine Wilt, A.D. Kenamond.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

These funds are established by the Federal Government to enable students from low income families to attend college. Grants may range from $200 to $1,500 per year depending on the need of the applicant. These grants must be matched with some other type of financial aid and cannot be worth more than one-half (1/2) of the student's total need. Grants for freshmen are usually matched with National Direct Student Loans and some College Work Study.

NATIONAL DIRECT STUDENT LOANS

This fund is made possible through the Federal Government National Direct Loan Act in cooperation with the College. Any full-time student in good standing or a prospective student who has been granted admission to the College and can show need for a loan is eligible.

These loans bear no interest while the borrower is a student nor for nine months after the borrower ceases to be at least a half-time student. Repayment of the loan begins nine (9) months after the end of student status and bears three (3%) percent simple interest per annum. At present, one hundred (100%) percent of the loan can be cancelled, fifteen (15%) percent per year for teaching in schools listed in the Federal Register as having a high concentration of students from low income families, for teaching in Head Start Programs, and for teaching handicapped children. A promissory note must be signed by both the student and his endorser (in the case of minors).

COLLEGE WORK STUDY

This fund was established by the Federal Government and the College primarily to aid students from low income families. Students are permitted to work on or off campus, usually forty (40) hours per month. The Financial Aid Office administers the student assistantship program and serves as a clearing house for students seeking employment and for those persons seeking the services of students. A student on academic or social probation may not be granted student employment by the College during the probationary period. After all students from low income families have been placed, employment may then be offered to other applicants who are in need of employment. Work under the CWS Program during the summer in the student's home community can often be arranged. Any student interested in this program should contact the Financial Aid Office regarding details and eligibility.

Residence Hall life is an important part of the Shepherd student's learning experience.

NURSING STUDENT LOAN

This loan is available to needy students participating in the Associate of Science Nursing Program. It is similar to the National Direct Student Loan. Since Shepherd College participates in the Nursing Loan Program, nursing students are not eligible for a National Direct Student Loan, however, they may apply for all other types of assistance noted in the brochure.

To be eligible to receive assistance through these programs, a student must be a citizen of the United States and have financial need.

All other persons seeking financial assistance should contact the Financial Aid Office to determine their eligibility for aid.

ADDITIONAL SOURCES OF AID

Below are listed a number of additional sources of financial aid. These sources require separate applications in addition to the Shepherd Application. Please contact your guidance counselor regarding these sources or feel free to request more information from the College.

BASIC EDUCATIONAL OPPORTUNITY GRANT

This program is a Federal financial aid program to provide a basic amount of aid to those who need it. In order to qualify for this program a student: (1) must be a U.S. citizen, (2) must be a full-time student and (3) must not have attended a post secondary institution of education prior to April 1, 1973.

In order to apply for aid under this program (and only this program) a student must complete an application and send it to the address listed therein. Applications may be obtained from high school counselors and colleges. From the application the amount of aid the family can provide is determined. This is known as the Eligibility Index. The Eligibility Index is reported to the family along with instructions as to how to learn the amount of the award. Applications for this program should be available after February 1. The Basic Grant must be applied for each year. It is expected that all students meeting the criteria above will apply.

STATE SCHOLARSHIPS

Many states offer state scholarships and grants. Listed below are the names and addresses of such agencies.

1. West Virginia State Scholarships program
   Institute, West Virginia 25112

All West Virginia residents are encouraged to apply. Applications may be obtained from this office, your high school guidance counselor or by writing to the address above. This application also requires submission of a Parents Confidential Statement, so all West Virginia students are encouraged to have a copy of their P.C.S. sent to the Scholarship Program as well as Shepherd College. This scholarship must be applied for each year and is awarded on the basis of need and academic potential as measured by the ACT Test.

2. Pennsylvania Higher Education Assistance Agency Grants
   Town House
   Harrisburg, Pa. 17102
   This grant must be applied for each year.

3. New Jersey State Scholarships and Grants
   State of New Jersey
   Department of Higher Education
   1474 Prospect Street
   P. O. Box 1417
   Trenton, N.J. 08625
   This grant or scholarship must be applied for each year.

GUARANTEED STUDENT LOANS

Guaranteed Student Loans are somewhat similar in terms and repayment to the National Direct Student Loan. However, there is no cancellation feature for teaching. These loans are usually made by a bank and carry a higher interest rate (presently 7%). Application forms are obtained directly from your local bank. After the student and his family complete a section of the form, it is sent to the Director of Financial Aid at the College for need analysis. The form is then returned to the student who returns it to his bank for final processing. Students are encouraged to apply for other types of aid before applying for a guaranteed loan. However, if a guaranteed loan will be necessary it should be applied for at least two months prior to the start of the semester for which it is needed.

THE COLLEGE CENTER AND ITS PROGRAMS

Perhaps the most popular social and recreational spot on campus is the College Center. This Center is not just a building; it is also an organization and a program. Together they represent a well considered plan for community life on campus. Through various boards, committees, and staff, the Center provides cultural, social, and recreational programs aimed at supplementing the campus instructional program.

What specifically does the College Center offer? It is the location of a cafeteria / snack bar known as the Ram's Den. It also has a Pub, a bookstore and gift shop, numerous recreation areas, a multi-purpose room, and a variety of offices.

The recreation rooms include: 1) eight bowling lanes; 2) a large activity room with card tables, pool tables, table tennis, etc.; 3) a multi-purpose room for movies, large meetings, dances, and parties; and 4) several rooms available for relaxation, study, and "rapping" with fellow students.

The College Center has three meeting rooms and numerous offices available which are used by recognized campus organizations, the Student Government Association, the College Center Board, the

college newspaper and yearbook staff, the Center Director, the Veterans' Advisor, and the Counseling Staff.

The Center Board is the campus committee responsible for planning social functions such as dances, movies, coffee house acts, tournaments, and special events which take place throughout the year. Some of the better movies scheduled for the coming year are The Sting, Blazing Saddles, and Butterflies are Free.

When dances and movies are held in the College Center, admission is open to Shepherd students, their dates, and guests. Students must show valid I. D. cards. Guests must show some valid identification such as drivers licenses.

Tournaments are often held in the College Center. Many of these are initiated at the residence hall level with play-offs taking place in the College Center.

Special annual events include Homecoming Weekend, Parents Weekend, Spring Weekend, and the Founders Day Ball. As you can readily see, the College Center is a focal point for activities at Shepherd College. However, the success of all activities depends largely upon student ideas, planning, hard work, cooperation, and participation.

Entertainment in the Pub of the College Center helps students to relax after classes.

ATHLETICS

Intramural Sports - Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year.

Intercollegiate Athletics - Shepherd College sponsors athletic teams in football, cross country, basketball, baseball, swimming, track, golf, and tennis. They compete with member colleges of West Virginia Intercollegiate Athletic Conference and with other colleges in the tri-state area.

Women's Recreation Association - The WRA offers a variety of intramural activities to every women student at Shepherd College; promotes interest, participation, and service in WRA events; and encourages sportsmanlike conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

ACADEMIC PROGRAMS

PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY

For all B.S. and B.A. Degrees

		Required Hours
Humanities		19
Written English 60-101 and 60-102	6	
Fundamentals of Speech 69-202	3	
Survey of English Literature 61-203	3	
Survey of American Literature 61-204	3	
Introduction to Visual Arts 31-103	2	
Music Appreciation 32-111	2	
*Foreign Language		
Science and Mathematics		11
Life Science or Physical Science	8	
General Biological Science 81-101 - 81-102/or Plants as Organisms 81-208 and Animals as Organisms 81-209/or General Physical Science 84-103 - 84-104/or General Chemistry 82-107 - 82-108/or Elementary Chemistry 82-103 - 82-104/or General Physics 83-211 - 83-212		
Mathematics	3	
Introduction to Mathematics 85-215		
Social Studies		15
History 71-101 and 71-102; Contemporary Civilization and its World Background with emphasis upon the Development of Western Culture	6	
Sociology 73-203, Economics 12-205, and Government 72-101	9	
Orientation in Physical Education		2
Total		47

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

*Foreign language is required for the non-teaching Bachelor of Arts degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit

in one language, and only six (6) semester hours in a language is required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement tests to determine standing.

Two years of German or French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be substituted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

SEMESTER HOUR REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

	Major		Minor
	BA	BS	
Art			23
Biology		34	24
Business Administration		45	33
Chemistry		33	24
Data Processing			24
Economics		33	27
English	30		27
French			24
History	30		24
Home Economics		43	24
Hotel, Motel and Restaurant Management		69	
Journalism			21
Library Science			27
Mass Communication			24
Mathematics		33	23
Medical Technology		37	
Music			27
Nursing			34
Park Administration		63	
Political Science		30	24
Psychology			24
Recreation		67	
Secretarial Administration			25
Social Welfare		66	
Sociology		36	24
Speech and Drama			24

PROFESSIONAL EDUCATION FOR THE BACHELOR OF ARTS IN SECONDARY EDUCATION AND BACHELOR OF ARTS IN ELEMENTARY EDUCATION DEGREES

	A. B. in Secondary Education (Professional Secondary Certificate) Hrs.		A. B. in Elementary Education (Professional Elementary School Certificate) Hrs.
ENGLISH			
Written English 60-101, 60-102	6		6
Fundamentals of Speech 69-202	3		3
Survey of English Literature 61-203	3		3
Survey of American Literature 61-204	3		3
Backgrounds of Literature 61-202			3
Minimum hours required	15		18
SOCIAL STUDIES			
History of Civilization 71-101, 71-102	6		6
General Sociology 73-203	3		3
Principles of Economics 12-205	3		3
American Federal Government 72-101	3		3
West Virginia History 71-209			3
Principles of World Geography 74-101			3
American History 71-201, 71-202			6
Minimum hours required	15		27
SCIENCE AND MATHEMATICS			
General Biological Science 81-101, 81-102	8	or	8
General Physical Science 84-103, 84-104	8		8
Introduction to Mathematics 85-215	3		3
Mathematics for Elementary Teachers 85-300			3
Minimum hours required	11		22
MUSIC			
Music Appreciation 32-111	2		2
Music as an Art and Science 32-101			2
Music Materials and Procedures 32-226			3
Minimum hours required	2		7
ART			
Introduction to the Visual Arts 31-103	2		2
Art in Elementary Education 31-320			2
Arts and Crafts in the Elementary School 31-322			2
Minimum hours required	2		6

PHYSICAL WELL-BEING

Orientation in Physical Education	2	2
Materials & Methods in Elem. School P.E. 41-331		3
Games 41-201		1
Rhythms for Children 41-221		1
Personal and Community Hygiene 41-103		3
Minimum hours required	2	10

PROFESSIONAL EDUCATION

Foundations of American Education 21-200	3	3
Human Development 21-301, 21-302	6	6
Principles and Practices of Secondary Education - Grades 7-12 21-404	4	
Integrated Methods - Grades 1-6 21-402, 21-403		6
Special Methods (in major field of study)	3	
Directed Teaching - Grades 7-12 41-455	6	
Directed Teaching - Grades 1-6 21-451		6
The Teaching of Reading 21-442		3
Minimum hours required	22	24

The above listing of courses includes all requirements of both general and professional education. To these requirements the student will add the courses of his teaching field(s) and electives to make a minimum of 128 semester hours.

Requirements for a minor concentration have been met for social studies in fulfilling the requirements in general studies and the diversified concentration. Additional hours required for a minor concentration in other fields are as follows:

Language Arts	6 hours
Science	15
Music (voice or instrumental)	27
Art	20
Physical Education	14
Home Economics	24
Library Science	21
French	24
Speech	18
Mathematics	9
Early Childhood Education	15

PRE-PROFESSIONAL PROGRAMS

Shepherd College offers pre-professional and vocational preparation and each year graduates of the College enter the leading universities and professional schools of the country.

Pre-professional programs include (no degree offered):

Pre-Dental	Pre-Theological	Pre-Pharmacy
Pre-Law	Pre-Veterinary	Pre-Physical Therapy
Pre-Medical	Agriculture	Engineering

DIVISION OF BUSINESS ADMINISTRATION

The Division of Business Administration prepares college students to enter the business world, or teach in high schools and to enter graduate school. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in specific business techniques which change rapidly. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprises, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business; accounting, data processing, marketing, or hotel-motel and restaurant management.

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

Curriculum for a Major in Business Administration

Required courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Economic Problems 12-206	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 11-330	6
Marketing 11-340	3
Written Communications in Business 11-345	3
Human Relations in Industry 11-390	3
Corporation Finance 11-400	3
Personnel Management 11-409	3
Electives selected with the consent of the advisor	3

Curriculum for a Major in Business Administration with a Concentration in Accounting

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Management of the Enterprise 11-251	3
Business Statistics 11-314	3
Business Law 11-312	3
Intermediate Accounting 11-329 and 11-330	6
Advanced Accounting 11-331	3
Written Communications in Business 11-345	3
Corporation Finance 11-400	3
Cost Accounting 11-401	3
Auditing 11-402	3
Income Tax 11-404	3
Electives selected with consent of the advisor	3

Curriculum for a Major in Business Administration with a Concentration in Data Processing

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

Required Courses, 45 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Introduction to Data Processing 11-214	3
Computer Language Concepts 11-235	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 11-330	6
Written Communications in Business 11-345	3
Introduction to ADP Systems 11-346	3
ADP Applications 11-385	3
Accounting Systems 11-441	3
Electives selected with the consent of the Advisor	3

Curriculum for a Comprehensive Major in Hotel-Motel and Restaurant Management

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

Required courses. 69 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 11-202	6
Economic Problems 12-206	3
Survey of Food Services 26-207	3

Introduction to Data Processing 11-214	3
Management of the Enterprise 11-251	3
Lodging Management 26-303	3
Food Production Systems 26-309	3
Business Law 11-312	3
Business Statistics 11-314	3
Nutrition 25-318	3
Intermediate Accounting 11-329	3
Written Communications in Business 11-345	3
Marketing 11-340	3
Personnel Management 11-409	3
Systems 11-411	3
Service Industry Externship 26-490	3
Service Industry Externship 26-491	3
Service Industry Externship 26-492	3
Electives with consent of advisor in Business or Home Economics	9

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

Curriculum for a Major in Business Administration with a Concentration in Marketing

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses, 45 hours:

Introduction to Business 11-150	3
Economic Problems 12-206	3
Management of the Enterprise 11-251	3
Introductory Accounting 11-201 and 202	6
Business Law 11-312	3
Business Statistics 11-314	3
Intermediate Accounting 11-329 and 330	6
Marketing 11-340	3
Marketing Decision Making 11-341	3
Salesmanship 11-360	3
Retailing 11-350	3
Advertising 11-370	3
Sales Management 11-412	3

Curriculum for a Minor in Business Administration

Required Courses, 33 hours:

Introduction to Business 11-150	3
Introductory Accounting 11-201 and 202	6
Economic Problems 12-206	3
Management of the Enterprise 11-251	3
Business Law 11-312	3
Intermediate Accounting 11-329 and 330	6
Marketing 11-340	3
Corporation Finance 11-400	3
Personnel Management 11-409	3

Curriculum for a Minor in Data Processing

Total hours required for minor, 24

Introduction to Data Processing 11-214	3
Computer Language Concepts 11-235	3
Computers and Programming 11-236	3
Introduction to ADP Systems 11-346	3
ADP Applications 11-385	3
Accounting Systems 11-411	3
Computer Center Work Experience 11-417	3
Electives in Business	3

ECONOMICS

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

Curriculum for a Major in Economics

Total hours required for a major , 33

Required courses, 21 hours:

Economic Problems 12-206	3
Introductory Accounting 11-201 and 202	6
Theory of Price and Resources 12-301	3
Theory of Income and Employment 12-302	3
Money and Banking 12-305	3
Business Statistics 11-314	3

Electives from the following courses, 12 hours:

Government and Business 11-300	3
Quantitative Methods 12-413	3
Development of Economic Thought 12-304	3
Public Finance 12-310	3
Comparative Economic Systems 12-315	3
Business Cycles and Forecasting 12-319	3
Labor Economics 12-321	3
International Economics 12-325	3
Economic Development 12-410	3

Curriculum for a Minor in Economics

Total Hours required for a minor. 27

Economic Problems 12-206	3
Introductory Accounting 12-201	3
Introductory Accounting 12-202	3
Money and Banking 12-305	3
Business Cycles 12-319	3
Labor Economics 12-321	3
Development of Economic Thought 12-304	3
Public Finance 12-310	3
Comparative Economic Systems 12-315	3

All economic majors must have minor approved by the chairman of the Business Administration Division.

BUSINESS EDUCATION

Teaching Fields

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

Curriculum for Comprehensive Teaching Field—7 through 12

Total hours required, 52:

Required courses:

Introductory Accounting 11-201 and 202	6
Advanced Typewriting 13-105	3
Office Machines 13-325	3
Advanced Shorthand 13-202 and 203	7
Mathematics of Finance 85-111	3
Economic Problems 12-206	3
Business Law 11-312	3
Office Procedures 13-324	3
Intermediate Accounting 11-329 and 330	6

Selected Electives, 15 hours from the following:

Introduction to Data Processing 11-214	3
Introduction to ADP Systems 11-346	3
ADP Applications 11-385	3
Computer Language Concepts 11-235	3
Marketing 11-340	3
Public Finance 12-310	3
Marketing Decision Making 11-341	3
Corporation Finance 11-400	3
Management of the Enterprise 11-251	3
Advertising 11-370	3

Economics 12-205 is required in the general studies program.

Curriculum for Secretarial Studies Teaching Field 7 through 12

Total Hours Required, 34

Typewriting 13-105	3
Office Machines 13-325	3
Shorthand 13-202 and 13-203	7
Introductory Accounting 11-201 and 11-202	6
Mathematics of Finance 85-111	3
Office Procedures 13-324	3
Business Law 11-312	3
Electives	6

Curriculum for Business Principles Teaching Field—7 through 12

Total Hours Required, 39

Introductory Accounting 11-201 and 11-202	6
Typewriting 13-105	3
Office Machines 13-325	3

Mathematics of Finance 85-111	3
Business Law 11-312	3
Economic Problems 12-206	3
Marketing 11-340	3
Intermediate Accounting 11-329 and 11-330	6
Introduction to Data Processing 11-214	3
Electives	6

Economics 12-205 is required in the general studies program.

Curriculum for a Minor in Secretarial Administration

Total hours required, 25

Required courses:

Typewriting 13-103* and 13-104	4
Shorthand 13-201* and 13-202	8
Introductory Accounting 11-201 and 11-202	6
Office Machines 13-325	3
Office Procedures 13-324	3
Electives (selected with the consent of advisor)	1-3

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

TWO-YEAR ASSOCIATE OF SCIENCE DEGREES

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science Degree in Business Administration. The following concentrations are offered.

Accounting

First Year

		First Sem.	Second Sem.
English 60-101, 102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
*Math 85-104	College Algebra	3	
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-251	Management of the Enterprise		3
Econ. 12-205	Principles of Economics	3	
Econ. 12-206	Economic Problems		3
Spch. 69-202	Fundamentals of Speech		3
Bus. Ed. 13-325	Office Machines		3
		15	18

*See Division of Science and Mathematics for course description.

Second Year

Bus. Ad. 11-312	Business Law	3	
Bus. Ad. 11-329, 11-330	Intermediate Accounting	3	3
Bus. Ad. 11-345	Written Communications in Bus.		3
Bus. Ad. 11-390	Human Relations in Industry	3	
Bus. Ad. 11-402	Auditing		3
Bus. Ad. 11-404	Income Tax	3	
Bus. Ad. 11-411	Accounting Systems		3
Bus. Ed. 13-324	Office Procedures		3
Pol. Sci. 72-101	American Federal Government	3	
		15	15

Bank Management

First Year

		First Sem.	Second Sem.
English 60-101, 60-102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 202	Introductory Accounting	3	3
Bus. Ad. 11-214	Introduction to Data Processing	3	
Bus. Ad. 11-235	Computer Language Concepts		3
Bus. Ad. 11-409	Personnel Management		3
Econ. 12-205, 12-206	Principles and Problems of Economics	3	3
		15	15

Second Year

Bus. Ad. 11-251	Management of the Enterprise	3	
Bus. Ad. 11-312	Business Law	3	
Bus. Ad. 11-314	Business Statistics		3
Bus. Ad. 11-329, 11-330	Intermediate Accounting	3	3
Bus. Ad. 11-402	Auditing		3
Econ. 12-304	Money and Banking	3	
Math 85-104	College Algebra		3
	Electives	3	3
		15	15

Data Processing

	First Year	First Sem.	Second Sem.
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-160	Punch Card Data Processing		3
Bus. Ad. 11-214	Introduction to Data Processing	3	
Bus. Ad. 11-235	Computer Language Concepts		3
Econ. 12-205	Principles of Economics	3	
Econ. 12-206	Economics Problems		3
Bus. Ed. 13-103	Typing I	2	
Eng. 60-101, 60-102	Written English	3	3
Math 85-104	College Algebra		3
	Electives	3	
		17	15

	Second Year		
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-236	Computers and Programming	3	
Bus. Ad. 11-251	Management of the Enterprise	3	
Bus. Ad. 11-312	Business Law	3	
Bus. Ad. 11-314	Business Statistics		3
Bus. Ad. 11-345	Written Communications in Business		3
Bus. Ad. 11-346	Introduction to ADP Systems		3
Bus. Ad. 11-417	Computer Science Work Experience		2
Spch. 69-202	Fundamentals of Speech		3
	Electives	3	
		15	17

General Business

	First Year	First Sem.	Second Sem.
Eng. 60-101, 60-102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-251	Management of Enterprise		3
Econ. 12-205, 12-206	Principles and Problems of Economics	3	3
Math 85-104	College Algebra	3	
Pol. Sci. 72-101	American Federal Government		3
		15	15

	Second Year		
Spch. 69-202	Fundamentals of Speech	3	
Bus. Ad. 11-312	Business Law	3	
Bus. Ad. 11-314	Business Statistics		3
Bus. Ad. 11-329, 11-330	Intermediate Accounting	3	3
Bus. Ad. 11-340	Marketing	3	
Bus. Ad. 11-345	Written Communications in Business		3
Bus. Ad. 11-370	Advertising		3
Bus. Ad. 11-390	Human Relations in Industry	3	
	Electives		3
		15	15

Hotel-Motel Restaurant Management

First Year

		First Sem.	Second Sem.
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-214	Introduction to Data Processing	3	
Bus. Ad. 11-251	Management of the Enterprise		3
Econ. 12-205, 12-206	Principles and Problems of Economics	3	3
Eng. 60-101, 60-102	Written English	3	3
Hot. Mot. 26-303	Lodging Management		3
	Electives		2
		15	17

Second Year

Bus. Ad. 11-312	Business Law	3	
Bus. Ad. 11-329	Intermediate Accounting	3	
Bus. Ad. 11-340	Marketing	3	
Bus. Ad. 11-345	Written Communication in Business		3
Bus. Ad. 11-409	Personnel Management		3
Spch. 69-202	Fundamentals of Speech		3
Hot.-Mot. 26-207	Survey of Food Service	3	
Hot.-Mot. 26-309	Food Production System		3
Hot.-Mot. 26-490, 26-491	Service Industry Externship	3	3
	Electives		2
		15	17

Marketing Management

First Year

		First Sem.	Second Sem.
Eng. 60-101, 60-102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-251	Management of the Enterprise		3
Bus. Ad. 11-370	Advertising		3
Econ. 12-205, 12-206	Principles and Problems of Economics	3	3
	Electives	3	
		15	15

Second Year

Bus. Ad. 11-312	Business Law		3
Bus. Ad. 11-329, 11-330	Intermediate Accounting	3	3
Bus. Ad. 11-340	Marketing	3	
Bus. Ad. 11-341	Marketing Decision Making		3
Bus. Ad. 11-345	Written Communications in Business		3
Bus. Ad. 11-350	Retailing	3	
Bus. Ad. 11-360	Salesmanship	3	
	Electives	3	3
		15	15

SECRETARIAL SCIENCE

Purpose: To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science Degree.

Freshman Year

First Semester		Second Semester	
Written English 60-101	3	Written English 60-102	3
Typewriting 13-103*	2	Typewriting 13-104	2
Shorthand 13-201*	4	Shorthand 13-202	4
Prin. of Economics 12-205	3	Economics 12-206	3
Physical Education Orientation	1	Intro. to Visual Arts 31-103 or Music Appreciation 32-111	2
Electives	3	Office Machines 13-325	3
Total	16	Total	17

Sophomore Year

First Semester		Second Semester	
Business Writing 13-327	3	Fundamentals of Speech 69-202	3
Shorthand 13-203	3	Typewriting 13-105	3
Mathematics of Finance 85-111	3	Office Procedures 13-324	3
Introductory Accounting 11-201	3	Introductory Accounting 11-202	3
Business Law 11-312	3	Electives	3
Electives	2		
Total	17	Total	15

*A student may be exempt from taking this course by passing an examination. No college credit is earned.

ONE-YEAR CERTIFICATES

Purpose: To provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward a Two-Year Associate of Science Degree or a Bachelor of Science Degree.

Retail Salesmanship

		First Sem.	Second Sem.	Summer Sem.
Eng. 60-101, 60-102	Written English	3	3	
Bus. Ad. 11-150	Introduction to Business	3		
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3	
Bus. Ad. 11-350	Retailing		3	
Bus. Ad. 11-360	Salesmanship		3	
Bus. Ad. 11-370	Advertising		3	
Econ. 12-205	Principles of Economics	3		
	Electives	3	3	
		15	18	

Stenographic Technician

Eng. 60-101, 60-102	Written English	3	3	
Bus. Ad. 11-150	Introduction to Business	3		
Bus. Ad. 11-312	Business Law		3	
Bus. Ed. 13-103	Typing I	2		
Bus. Ed. 13-104	Typing II		2	
Bus. Ed. 13-201	Shorthand I	4		
Bus. Ed. 13-202	Shorthand II		4	
Bus. Ed. 13-203	Shorthand III			3
Bus. Ed. 13-324	Office Procedures			3
Bus. Ed. 13-325	Office Machines		3	
	Electives	3		
		15	15	6

Bank Operations

Eng. 60-101, 60-102	Written English	3	3	
Bus. Ad. 11-150	Introduction to Business	3		
Bus. Ad. 11-201, 202	Introductory Accounting	3	3	
Bus. Ad. 11-214	Introduction to Data Processing	3		
Bus. Ad. 11-251	Management of the Enterprise		3	
Econ. 12-205	Principles of Economics	3		
Econ. 12-305	Money and Banking		3	
Bus. Ed.12-103	Typing I	2		
	Electives		3	
		17	15	

Clerk-Typist

Eng. 60-101, 60-102	Written English	3	3	
Bus. Ad. 11-150	Introduction to Business	3		
Bus. Ad. 11-201	Introductory Accounting	3		
Bus. Ad. 11-312	Business Law		3	
Econ. 11-205	Principles of Economics		3	
Bus. Ed. 13-103	Typing I	2		
Bus. Ed. 13-104	Typing II		2	
Bus. Ed. 13-105	Typing III			3
Bus. Ed. 13-324	Office Procedures			3
Bus. Ed. 13-325	Office Machines		3	
Math 85-111	Mathematics of Finance	3		
		14	14	6

Insurance Salesmanship

Eng. 60-101, 60-102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 202	Introductory Accounting	3	3
Bus. Ad. 11-312	Business Law		3
Bus. Ad. 11-315	Insurance		3
Bus. Ad. 11-360	Salesmanship		3
Econ. 12-205	Principles of Economics	3	
	Electives	3	3
		15	18

Real Estate Salesmanship

Eng. 60-101, 60-102	Written English	3	3
Bus. Ad. 11-150	Introduction to Business	3	
Bus. Ad. 11-201, 11-202	Introductory Accounting	3	3
Bus. Ad. 11-312	Business Law		3
Bus. Ad. 11-317	Real Estate		3
Bus. Ad. 11-360	Salesmanship		3
Econ. 12-205	Principles of Economics	3	
	Electives	3	
		15	18

AMERICAN INSTITUTE OF BANKING COOPERATIVE PROGRAMS

Banking Programs in Cooperation with The American Institute of Banking (AIB)

In cooperation with the Tri-County West Virginia Study group of the American Institute of Banking, Shepherd College offers courses applicable to both AIB Certificate requirements and associate degree credit. Classes will be scheduled both on and off campus to meet the needs of the AIB Study Group and local banks.

DIVISION OF CREATIVE ARTS

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed to give the student a diversified background in art, to encourage and challenge the individual to grow creatively and professionally as an artist and teacher and to develop and preserve an interest in art through an understanding of the creative process, the basic theories of aesthetics, the nature of art materials and processes, and the philosophical and technical aspects of both historical and contemporary art forms.

The Department of Music, through a highly personalized and student-centered approach which fosters student inquiry, interaction, and self-discovery, provides a climate conducive to developing the comprehensive musician. This is achieved by integrating the various musical areas into a core of experience which develops the capacity to communicate the art to others.

ART

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades 1 through 12) or a field of specialization in secondary art (grades 7 through 12) and an elementary field (grades 5 through 9) for elementary education majors.

Special Requirements for Art Curriculum Students:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student; therefore, no portfolio is required for admission.

2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.

3. **Deficiences:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiences in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.

4. **Senior Art Exhibition or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.

Curriculum for the Bachelor of Arts Degree with a Minor in Art

Total semester hours required	23
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Three Dimensional Design 31-140	3
History of Western Art 31-203	3
History of Western Art 31-204	3
Painting 31-230	2
Printmaking 31-360	2
Sculpture 31-240	3
Aesthetic Criticism 31-403	2
Senior Art Show or Project	0
	23

Curriculum for the Bachelor of Arts Degree with a Comprehensive Field in Art (Grades 1-12)

Total semester hours required	51
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Lettering 31-131	1
Three Dimensional Design 31-140	3
Drawing 31-116	1
History of Western Art 31-203	3
History of Western Art 31-204	3
Painting 31-230	2
Drawing 31-215	1
Sculpture 31-240	3
Drawing 31-217	1
Art in Elementary Education 31-320	2
Arts and Crafts in the Elementary School 31-322	2
Printmaking 31-360	2
Jewelry 31-350	3
Drawing 31-310	1
Ceramics 31-351	3
Drawing 31-410	1
Aesthetic Criticism 31-403	2
Senior Art Exhibit or Project	0
Electives in Art—12 Hours (With 14 hours in one of the concentration areas)—see concentration areas	12
	51

NOTE: 6 semester hours of general electives are a part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of art curriculum students in the comprehensive:

The Teaching of Art (21-427)	3
Art Materials and Procedures (21-480	2

Curriculum for the Bachelor of Arts Degree with a Field of Specialization in Art for Classroom Teaching in Grades 7 through 12

Total semester hours required	33
Two Dimensional Design 31-170	2
Introductory Drawing 31-115	3
Three Dimensional Design 31-140	3
Drawing 31-116	1

History of Western Art 31-203	3
History of Western Art 31-204	3
Painting 31-230	2
Printmaking 31-360	2
Sculpture 31-240	3
Ceramics 31-351	3
Criticism 31-403	2
Senior Art Exhibit or Project	0
Electives in Art—6 Hours (with 11 hours in one of the concentration areas)—see description of concentration areas	6
	33

NOTE: Required of all 7 through 12 Art Curriculum Students:
The Teaching of Art (21-427) . . . 3

Curriculum for a Teaching Field in Art Grades 5 through 9

Total semester hours required	26
Introductory Drawing 31-115	3
Two Dimensional Design 31-170	2
Three Dimensional Design 31-140	3
Lettering 31-131	1
Painting 31-230	2
Printmaking 31-360	2
Crafts 31-352	3
Ceramics 31-351	3
Sculpture 31-240	3
Art in Elementary Education 31-320	2
Arts and Crafts in the Elementary School 31-322	2
	26

CONCENTRATION AREAS [1]

Painting

	hrs.
*Introductory Drawing 31-115	3
*Painting 31-230	2
Advanced Painting 31-330	3
Watercolors 31-331	3
Figure Painting 31-430	3
Research (Painting) 31-434	1-3

Design (Commercial Art)

	hrs.
Two Dimensional Design 31-170	2
*Three Dimensional Design 31-140	3
Advanced Design 31-370	3
Commercial Design 31-371	3
**Stage Design 31-246	3
Research (Design) 31-474	1-3

Printmaking

	hrs.
*Introductory Drawing 31-115	3
*Printmaking 31-360	2
Adv. Printmaking 31-361	3
Etching 31-362	3
Serigraphy 31-363	3
Woodcut 31-460	3
Research (Printmaking) 31-464	1-3

Art History

	hrs.
*Intro. Visual Arts 31-103	2
*Hist. Western Art 31-203, 31-204	6
*Aesthetic Criticism 31-403	2
Contemporary Art 31-303	3
American Art 31-304	3
Research (Art Hist.) 31-404	1-3

Sculpture

	hrs.
*Three D Design 31-140	3
*Sculpture 31-240	3
Adv. Sculpture 31-340	3
Wood Sculpture 31-341	3
Stone Carving 31-342	3
Metals & Casting 31-440	3
Research (Sculp.) 31-444	1-3

Crafts

	hrs.
*Three D Design 31-140	3
*Ceramics 31-351	3
*Jewelry 31-350	3
Adv. Ceramics 31-354	3
Adv. Jewelry 31-450	3
Crafts 31-352	3
Adv. Crafts 31-353	3
*Research (Crafts) 31-451	1-3

[1] Electives are taken in one concentration area to meet program requirements.

* Basic art requirements of all 1-12 and 7-12.

** Stagecraft and Scene Design 246 is offered through the Division of Languages and Literature.

COMMERCIAL ART

Curriculum for the Associate of Arts Degree Program

Shepherd College announces a new two-year curriculum in Commercial Art designed to provide the graduate with the basic knowledge, skills, and expertise essential for a commercial artist. This curriculum consists of not only courses in business, art, and commercial art, but also "on the job" training and experience. After completion of the course of study, the student will be prepared to accept commercial artist positions in industrial concerns, printing firms, retail establishments, and advertising agencies.

The course of study has been prepared to provide the student with an introduction to basic business practice and theory, the fundamentals of commercial design, layout and illustration, and an experience-based introduction to commercial techniques and procedures. The following is a course outline of the program:

FIRST YEAR COURSES

Written English 60-101	3
Introductory Accounting 11-201, 202	6
Introduction to Business 11-150	3
Introduction to Drawing 31-115	3
Two-Dimensional Design 31-170	2
Introduction to the Visual Arts 31-103	2
Introduction to Commercial Design 31-171	3
Painting 31-230	2
Commercial Lettering 31-172	3
Layout Design 31-174	3
Graphic Techniques 31-271	3
Total semester hours	33

SECOND YEAR COURSES

Written English 60-102	3
Intermediate Accounting 11-329	3
Business Law 11-312	3
Management of the Enterprise 11-251	3
Business Elective (from the following)	3
Intermediate Accounting 11-330	
Written Communications in Business 11-345	
Salesmanship 11-360	
Advertising 11-370	
Printmaking 31-360	2
Layout Design 31-175	3
Graphic Techniques 31-272	3

Illustration 31-273	3
Field Experience in Commercial Art 31-274	5
Total semester hours	31

A total of 64 semester hours are required for the Associate of Arts Degree in Commercial Art.

MUSIC

The Music Department offers courses leading to the Bachelor of Arts degree with a major in Music Education.

A teaching field in Music (grades 5-9) is offered for elementary education students, and a minor in Music is available for non-teaching students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

Special Requirements for Music Majors. In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain other requirements, specific details of which may be obtained in the office of the department chairman.

1. **Ensemble Participation.** All music majors are required to participate in the appropriate ensemble (Band or Choir) for each and every semester of their college careers for credit or audit.

Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of eight hours of credit may be obtained through ensemble participation.

Qualified students are also encouraged to participate in off-campus performing groups such as the Potomac Symphony Orchestra (Hagerstown, Maryland).

The Shepherd College Marching Band and the Majorette and Pom Pom Squads perform at all home football games.

2. **Aural Perception Requirement.** All music majors will be required to demonstrate competence in sight-singing and musical dictation prior to their admission to Music 32-304, Music 32-325, and Music 32-326. Specifics of the requirements and examinations are on file in the department chairman's office.

3. **Piano Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in piano before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block.

4. **Senior Recital or Project.** Music majors who show proficiency as performers are required to appear in a senior recital during the final year, on recommendation of the music faculty. Music majors not presented in senior recital are required to complete a faculty-approved music project of significant proportions.

5. **Attendance at Musical Events.** Music majors and minors are expected to attend college and community concerts, recitals, and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

MENC Student Chapter. Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

Supvervised Teaching in Music. Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL BLOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications; (2) academic record, specifically in music a 2.5 average for secondary education and 2.3 average for elementary education; (3) successful completion of all required music courses except private applied and ensemble credit; and (4) passing the appropriate level of piano proficiency. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been corrected.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive Program, Grades 1-12)

Required hours: 56

Music as an Art and Science 32-101	3
Music Theory 32-102	3
Music Appreciation 32-112	2
Music Theory 32-201	3
Counterpoint 32-202	3
Music Materials and Procedures 32-227	3
Arranging 32-303	2
Form and Analysis 32-304	3
Music History 32-311, 31-312	6
Choral Conducting 32-325	3
Instrumental Conducting 32-326	3
*Applied Music	18
Music Ensemble (Band. Choir, etc.)	4
*Includes Senior Recital or Senior Music Project requirement	56

Note: In addition, Education 21-426, the Teaching of Music and Ed. Media three credit hours, is required as a part of the Professional Education Block.

Curriculum for the Bachelor of Arts Degree with a Major in Music Education (Comprehensive, Grades 7-12)

Students wishing to specialize in music, grades 7 through 12 only, may do so by pursuing the course of study prescribed for grades 1 through 12, with the exception of Music Materials and Procedures 32-227. Education 21-426, The Teaching of Music and Ed. Media, three credit hours, is required for this program. Supervised Teaching assignments are on the Secondary Level only.

Curriculum for the Teaching Field in Music (Grades 5-9)

Minimum required hours: 27	Vocal	Instrumental
Music as an Art and Science 32-101	3	3
Music Theory 32-102	3	3
Music Appreciation 32-112	2	2
Music Materials and Procedures 32-227	3	3
Choral Conducting 32-325	3	—
Instrumental Conducting 32-326	—	3
Applied Music (Minimum of 4 hours on major instrument. Instrumentalists must take 2 hours of Instrumental Group Applied)	8	8
Choir or Vocal Ensemble	2	
Band or Instrumental Ensemble	—	2
Music elective (Selected from the following: Music 32-312, 32-316, 32-411, or 32-412)	3	3
	27	27

Note: In addition, Education 21-426, The Teaching of Music and Ed. Media, three credit hours, is required.

Keyboard students may pursue either Vocal or Instrumental.

Curriculum for the Non-Teaching Minor in Music

Required hours: 27	
Music as an Art and Science 32-101	3
Music Theory 32-102	3
Music Appreciation 32-112	2
Music Theory 32-201	3
Music History 32-311, 32-312	6
Applied Music	6
Music electives (any area)	4
	27

APPLIED MUSIC

Music Education majors are required to take a minimum of eighteen credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Keyboard
Instrumental students	12 hours	2 hours	4 hours
Voice students	6 hours	8 hours	4 hours
Keyboard students	6 hours	2 hours	10 hours

Note: Instrumental students are required to take five hours. and Vocal and Keyboard students three hours of Instrumental Group Applied courses. as a part of the Applied Instrumental commitment.

PRIVATE APPLIED MUSIC

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.

The Jazz Ensemble in action.

DIVISION OF EDUCATION

The Division exists to prepare people for competent professional service in the public schools and related areas, and to develop the knowledge, skills and critical ideas on which significant educational growth depends. The Division achieves this broad goal in a variety of ways; it provides historical and philsophical perspectives that bear on an understanding of the nature of the learner and of learning, it develops the technical and human skills necessary for effective teaching, and it concerns itself with the growth in professional understanding and attitudes of future teachers.

The West Virginia Department of Education has recently issued new standards for teacher education. All teacher education programs in the State are currently being revised to comply with these standards. Students entering Shepherd College in 1975-76 will fulfill the requirements of the revised programs, which will be published in the next edition of the catalog.

SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 21-200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken. 2) "C" or better grades in English 60-101, 60-102, and Speech 69-202. 3) demonstrated promising scholarship in their field(s) of specialization. 4) exhibited interest in professional activities, and 5) no personality traits or physical handicaps which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, junior high schools, elementary schools and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

(1) They may elect to specialize in one teaching field and enroll in what is termed a comprehensive program. The College offers "comprehensive programs in the following teaching fields:

Art
Business Education
Music (grades 1-12)
Music (grades 7-12)
Home Economics
Language Arts
Physical Education
Health Education and
Safety Education (1-12)
Physical Education, Health
Education and Safety
Education (7-12)
Social Studies
Biology and Gen. Sci.
Chemistry and Gen. Sci.
Physical and Gen. Sci.
Mathematics

(2) They may elect to specialize in two teaching fields and enroll in two programs termed "non-comprehensive". The differences in the comprehensive and non-comprehensive programs are apparent when the course requirements are compared. The College offers "non-comprehensive" programs in the following teaching fields:

Business Principles
Secretarial Studies
Art (grades 1-12)*
Art (grades 7-12)
Physical Education (1-12)
Physical Education (7-12)
Safety Education (7-12)
Health Education (7-12)
Health Education (1-9)
Health Education (1-12)
English
Speech
School Librarian
General Sci. 7-9
Mathematics

*Students electing Art (grades 1-12) may elect a teaching field listed under the elementary teaching fields.

Students aspiring to teach in elementary schools elect one of the fields listed below as an area of specialization. These fields are not to be confused with "comprehensive" or "non-comprehensive" programs, for they are designed for those students with a specialization at the 5-9 grade levels. The fields:

Art
Music (vocal)
Music (instrumental)
Physical Education (1-9)
Home Economics
Language Arts
Speech
School Librarian
Social Studies
Science
Mathematics

Students aspiring to teach in pre-school programs of the kindergarten will pursue the elementary education program and elect EARLY CHILDHOOD EDUCATION as their field.

Alternate Program in Elementary Education (Experimental)

An alternate program for students preparing to teach in elementary schools became available on an experimental basis in August 1972. This program begins in the second semester of the student's sophomore year and continues throughout the remainder of his under-graduate program. Field experiences and seminars in each of the areas normally taught by elementary teachers replace the Integrated Methods, the Teaching of Reading and a portion of the concentration of student teaching. The hypothesis in the study is that elementary teachers will perform their functions in a much more effective manner if they have had more laboratory experience and have had it over a much longer period of time. In this program 21-402, 21-403, 21-450, 21-451, 21-452, 21-453 and 21-442 are eliminated from the student's program and are replaced by 21-201, 21-314, 21-315, 21-410 and 21-411.

THE COOPERATIVE TRAINING PROGRAM

A program for the preparation of teachers of the deaf and blind jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind, Jack Brady, Supt.

Faculty Teaching Courses in the Education of the Deaf

Mr. Dan Haught, Mr. Robert Linzey and Mrs. Annette Thompson

Faculty Teaching Courses in the Education of the Blind

Mr. Charles Boyes, Mr. Seldon Brannon and Mr. Max Carpenter

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Vrginia Schools for the Deaf and the Blind at Romney is substituted for the regular Professional Block.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

THE EARLY CHILDHOOD EDUCATION PROGRAM

Students aspiring to teach in pre-school programs, i.e., kindergarten must fulfill all requirements for the Bachelor of Arts in Elementary Education with a minor concentration in Early Childhood Education. This concentration consists of:

Psychology of the pre-school Child (21-306)	**3 hrs.**
Organization and Administration of Early Childhood Education Programs (21-308)	**3 hrs.**
Early Childhood Education Practicum (21-400, 21-401)	**6 hrs.**
Speech Correction (69-330)	**3 hrs.**

Students successfully completing this program will be eligible for the Professional Elementary School Certificate validated for grades 1 through 9 with the additional endorsement for nursery school and kindergarten.

PSYCHOLOGY

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

Curriculum for a Minor in Psychology

Total hours required	**24**
Required courses: 21 hrs.	
General Psychology 22-103, 22-104	**6**
Human Development 21-301, 21-302	**6**
Social Psychology 22-205	**3**
Psychology of Mental Health 22-302	**3**
Tests and Measurements 21-415	**3**
Electives: 3 hrs.	
Abnormal Psychology 22-360	**3**
Psychology of Personality 22-310	**3**

HOME ECONOMICS

Students are offered the opportunity to:

A. **Major in General Home Economics.**

A student majoring in general home economics is helped to recognize that continual evaluation of family and individual goals, values, and philosophies should occur relative to the socio-economic changes in society. The general home economics

major will be able to select a minor field of study which greatly enhances the student's career possibilities. Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science Degree.

B. **Teaching Field in Home Economics—Secondary.***

The home economics education major is provided with experiences to increase knowledge and skill in preparation for teaching home economics in public school grades 7-12. Home economics education majors will not pursue a minor field of study; however, the students have an opportunity to select several elective courses. Upon satisfactory completion of curriculum requirements, the home economics education major is awarded a Bachelor of Arts Degree.

C. **Teaching Field in Home Economics—Elementary.**

Elementary education majors may elect a minor in home economics education. Upon completion of course requirements, the student will be certified to teach home economics in grades 5-9 in public schools.

All Shepherd College students may elect courses in home economics for personal enrichment and as a supplement to other vocations:

*Home Economics education majors — Six hours of electives must be chosen from the following areas: history, psychology, sociology, English, mathematics or foreign language.

CURRICULA COURSE REQUIREMENTS

A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 103 and 104 will be substituted for the science requirement.

	Curricula		
COURSES	A	B	C
Textiles 101	3	3	3
Clothing 102	3	3	3
Food and Nutrition for the Family 201	3	3	3
Food and Meal Management 202	3	3	
Marriage Relations 300	3	3	3
The Family. Sociology 303	3	3	
Advanced Clothing 301	3	3	
Child Development 304	3	3	3
Home Equipment 305	2	2	
Home Furnishings 306	3	3	3
Home Management 307	2	2	
Housing 308	3	3	

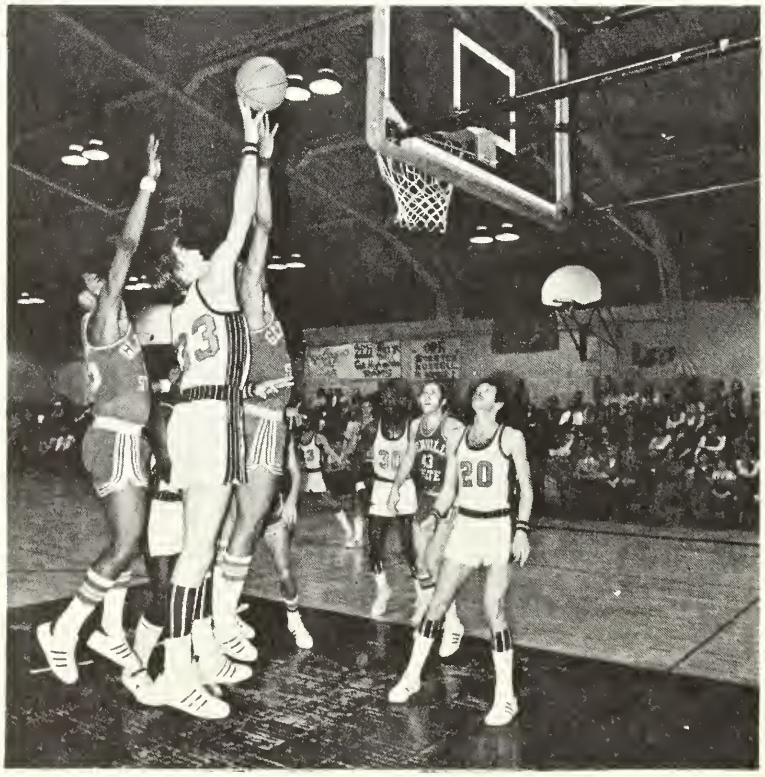
Nutrition 318	3	3	3
Consumer Economics 403	3	3	3
Home Management Residence 405	3	3	
Electives with Consent of Advisor		6	
Methods of Teaching Home Economics at the Secondary Level, Education 428		4	
Methods of Teaching Home Ec at the Adult Level 429		2	
	43	55	24

HOME ECONOMICS MINOR

		Hours
25-101	Textiles	3
25-102	Clothing	3
25-201	Food and Nutrition for the Family	3
25-300	Marriage Relations	3
25-304	Child Development	3
25-306	Home Furnishings	3
25-318	Nutrition	3
25-403	Consumer Economics	3
	Total	24

Division Of Health, Physical Education, Recreation And Safety

The Division seeks (1) To improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education, safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors.



Dave Russell tips the ball away from the opponent as the Shepherd fans intently watch their team rack up a 27-5 season record.

Curriculum for Physical Education, Health Education, and Safety Education Teaching Field (Comprehensive) Grades 1 Through 12 Or 7 Through 12

Required Number of Hours - 58

		Credit Hours
Human Anatomy & Physiology 81-225		3
Human Anatomy & Physiology 81-226		3
Kinesiology 41-405		3
Exercise Physiology 41-422		2
History of Physical Education 41-325		2
Tests and Measurements 41-410		2
Curriculum in Health and Physical Education 41-310		2
Administration of Health and Physical Education 41-406		3
Adapted Physical Education 41-401		2
Team Sports (elect two hours from courses listed below)		2
Team Sports for Women 41-228	1 hr.	
Team Sports for Women 41-328	1 hr.	
Team Sports for Men 41-211	1 hr.	
Team Sports for Men 41-212	1 hr.	
Individual and Dual Sports 41-213		1
Individual and Dual Sports 41-214		1
Tumbling and Gymnastics 41-209		1
Aquatics (elect one hour from courses listed below)		1
Beginning Swimming 41-101	1 hr.	
Intermediate 41-202	1 hr.	
Swimmer 41-300	1 hr.	
Sr. Life Saving 41-301	1 hr.	
Instructor 41-302	1 hr.	
Synchronized Swimming 41-309	1 hr.	
Rhythms (men elect two hours—women elect three hours from courses listed below)		2-3
Rhythms for Children 41-221 (required for Comprehensive 1-12)	1 hr.	
Folk and Square 41-320	1 hr.	
Social Dancing 41-321	1 hr.	
Organization and Coaching of Sports or Intramurals (men elect two hours—women elect one hour from courses listed below)		2-1
Organization and Coaching of Sports (football, basketball, baseball) 41-341	2 hrs.	
Organization and Coaching of Sports (track and field, wrestling, soccer) 41-342	2 hrs.	
Organization and Administration of Intramurals 41-225 (Required for 1-12)	2 hrs.	
Track and Field for Women 41-308 (required for women)	1 hr.	
Personal and Community Hygiene 41-103		3
Care and Prevention 41-304 or First Aid 41-353		2
Health Concepts (elect three hours from courses listed below)		3
Nutrition — Home Economics 25-318	3 hrs.	
Marriage Relations—Sociology 73-300	3 hrs.	
Mental Hygiene—Psychology 22-322	3 hrs.	
School Health Problems 41-360		3
Fundamentals of Driver and Traffic Safety 41-318		3
The Teaching of Driver and Traffic Safety 41-319		3
Safety Education 41-216		2
School and Highway Transportation 41-217		2
Current Trends in Health and Safety Education 41-409		3

[1]Registration for aquatics will be on the basis of classification tests.

Note: Students preparing for certification for grades 1 through 12 must complete 21-431 - Special Methods of Teaching Physical Education in the Elementary and Secondary

Schools and must do student teaching on both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Note: Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

PHYSICAL EDUCATION

Curriculum for
Physical Education

(1-12) or (7-12)
Total — 40 Hrs. Required

	Credit Hours
Human Anatomy & Physiology 81-225	3
Human Anatomy & Physiology 81-226	3
Kinesiology 41-405	3
Exercise Physiology 41-422	2
(In addition to Science requirements in General Studies program.)	
History of Physical Education 41-325	2
Tests and Measurements 41-410	2
Curriculum in Health and Physical Education 41-310	2
Administration of Health and Physical Education 41-406	3
Adapted Physical Education 41-401	2
Team Sports (elect 2 hours from courses listed below)	2
Team Sports for Women 41-228 (required for women) — 1 hr.	
Team Sports for Women 41-328 (required for women) — 1 hr.	
Team Sports for Men 41-211 (required for men) — 1 hr.	
Team Sports for Men 41-212 (required for men) — 1 hr.	
Individual and Dual Sports 41-213	1
Individual and Dual Sports 41-214	1
Tumbling and Gymnastics 41-209	1
Aquatics (elect one hour from courses listed below) (Registration for Aquatics will be on the basis of classification tests)	1
Beginning Swimming 41-101 — 1 hr.	
Intermediate 41-202 — 1 hr.	
Swimmer 41-300 — 1 hr.	
Sr. Life Saving 41-301 — 1 hr.	
Instructor 41-302 — 1 hr.	
Synchronized Swimming 41-309 — 1 hr.	
Rhythms (men elect 2 hours and women elect 3 hours from courses listed below)	2-3
Rhythms for Children 41-221 (required for 1-12 curriculum) — 1 hr.	
Folk and Square 41-320 — 1 hr.	
Social Dancing 41-321 — 1 hr.	
Modern Dancing for Women 41-322 (required for women) — 1 hr.	
Movement Education 41-220	1
Games 41-201	1
Organization and Coaching of Sports (men elect 2 hours from courses listed below and women elect 1 hour)	2-1
Organization and Coaching of Sports (football, basketball, baseball) 41-341 — 2 hrs.	
Organization and Coaching of Sports (track and field, wrestling, soccer) 41-342 — 2 hrs.	
Organization and Administration of Intramurals 41-225 (required for 1-12 curriculum) — 2 hrs.	

Track and Field for Women 41-327 (required for women) ..... **1 hr.**

Officiating (elect two hours from courses listed below) **2**

Officiating Men's Sports 41-251 (required for men) ..... **1 hr.**
Officiating Men's Sports 41-252 (required for men) ..... **1 hr.**
Officiating Women's Sports 41-260 (required for women) ..... **1 hr.**
Officiating Women's Sports 41-261 (required for women) ..... **1 hr.**

Electives (elect four hours from courses listed below) **4**

Community Recreation 41-314 or Camp Counseling and Outdoor Education 41-332 ..... **2 hrs.**

Care and Prevention of Athletic Injuries 41-304 or First Aid 41-353 ..... **2 hrs.**

Note: Students preparing for certification for grades 1 through 12 must complete Ed. 431-Special Methods of Teaching Physical Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Note: Students desiring certification in grades 1-12 are required to complete an additional three semester hours in elementary school physical education activities.

Eight Brunswick Ten Pin lanes in the College Center provide recreation and classroom instruction for students in bowling.

HEALTH EDUCATION

Curriculum for Health Education

Grades 7-12, 1-9, 1-12
Total Number of Hours—24

	Credit Hours
Human Anatomy and Physiology 81-225	3
Human Anatomy and Physiology 81-226	3
Health Concepts (elect 12 hours from courses listed below)	12
Personal and Community Hygiene 103 (required) — 3 hrs.	
First Aid 41-353 — 2 hrs.	
First Aid 41-354 — 1 hr.	
Water Safety 41-300 — 1 hr.	
Water Safety 41-301 — 1 hr.	
Water Safety 41-302 — 1 hr.	
(Only one hour of Water Safety can be applied to Health Education Certification.)	
Nutrition - Home Economics 25-318 — 3 hrs.	
Marriage Relations - Sociology 73-300 — 3 hrs.	
Mental Hygiene - Psychology 22-322 — 3 hrs.	
Safety Education 41-216 (required) — 2 hrs.	
Care and Prevention 41-304 (required) — 2 hrs.	
Organization and Administration of Health and Physical Education 41-406	3
School Health Problems 41-360	3

Note: Students preparing for certification for grades 1 through 12 must complete 21-431-Special Methods of Teaching Physical Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.

Note: Science Requirement is in addition to the General Studies Program.

Curriculum for a Teaching Field in Safety Education

This curriculum prepares the student for a teaching field in Driver and Traffic Safety Education.

Curriculum for Safety Education

Grades 7-12
Total—15 hrs.

	Credit Hours
Safety Education 41-216	2
School and Highway Transportation 41-217	2
Fundamentals of Driver and Traffic Safety 41-318	3
The Teaching of Driver and Traffic Safety 41-319	3
Accident and Disaster Control Systems (elect 2 hours from the courses listed below)	2
Water Safety 41-300 — 1 hr.	
Water Safety 41-301 — 1 hr.	
Water Safety 41-302 — 1 hr.	
Care and Prevention 41-304 — 2 hrs.	

First Aid 41-353	2 hrs.
First Aid 41-354	1 hr.
Current Trends in Health and Safety Education 41-409	3

Curriculum for a Teaching Field in Elementary School
Physical Education Grades 1-9

Total—26 Hrs.

	Credit Hours
Personal and Community Hygiene 41-103	3
Games 41-201	1
Tumbling and Gymnastics 41-209	1
Team Sports (elect 2 hours from courses listed below)	2
Team Sports for Women 41-228	1 hr.
Team Sports for Women 41-328	1 hr.
Team Sports for Men 41-211	1 hr.
Team Sports for Men 41-212	1 hr.
Individual and Dual Sports 41-213	1
Individual and Dual Sports 41-214	1
Movement Education 41-220	1
Rhythms for Children 41-221	1
Curriculum in Health and Physical Education 41-310	2
School Health Problems 46-360	3
Elementary School Physical Education Activities 41-110	3
First Aid 41-353	2
Adapted Physical Education 41-401	2
Administration of Health and Physical Education 41-406	3

SECOND TEACHING FIELD

Students, other than those taking the Comprehensive, who elect physical education as a teaching field must choose a second teaching field. A second teaching field in General Science (36 credit hours) may be chosen for Grades 7-9. Course requirements for these fields will be found elsewhere in the catalog. Teaching fields for Grades 5-9 are not acceptable except as a specialization for a degree in elementary education.

CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make application through their division chairman for Physical Education 408—Field Work in Corrective Therapy—at the Veterans Administration Center, Martinsburg, West Virginia.

RECREATION SPECIALIST

Curriculum for
Major in Recreation

MAJOR — Specialization in Recreation ..... **67 hrs.**

Recreation Courses **18**
- Introduction to Recreation 41-140 3
- Recreation Leadership 41-345 3
- Community Recreation 41-314 2
- Camp Counseling 41-332 2
- Outdoor Education 41-370 2
- Field Experience in Recreation Programs (sophomore year) 41-240 2
- Field Experience in Recreation Programs 41-450 4

Courses Related to Recreation-Health, Physical Education & Safety **12**
- Organization & Administration of Physical Education & Recreation 41-406 3
- Personal & Community Hygiene 41-103 3
- First Aid 41-353 2
- Water Safety 41-300, 301 2
- Administration & Organization of Intramurals 41-225 2

Courses in Area of Recreation Activities **10**
- Games 41-201 1
- Individual & Dual Sports 41-213, 214 2
- Team Sports 2
- Folk & Square Dance 41-320 1
- Rhythms for Children 41-221 1
- Electives 3

Sciences* **9**
- ** Photography 83-310 3
- Environmental Conservation 84-304 or 3
- General Ecology 81-420 4
- Plant Taxonomy I 81-324 2
- Plant Taxonomy II 81-325 1
- Vertebrate Natural History 81-312 4
- Astronomy 84-105 3

** Required

* Science in General Studies Program cannot be used for this requirement.

Journalism **3**
- News Writing 62-204 or Introduction to Journalism 62-101

Psychology 3
General Psychology 22-103

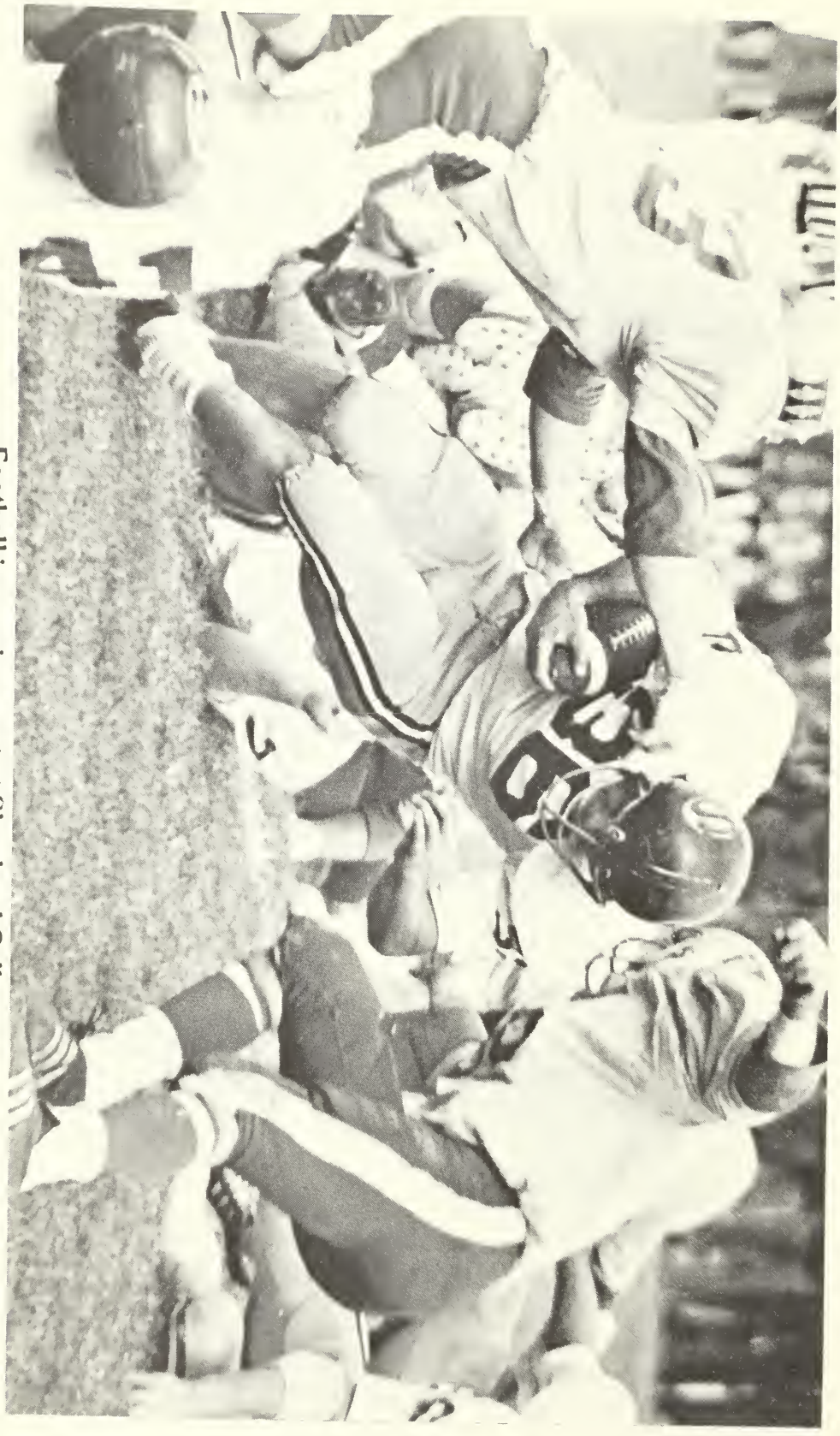
Creative Arts 3
Introductory Crafts 31-352

Business Administration 3
Introduction to Business 11-150

Education 3
Audio-Visual Aids 21-305

Dramatic Activities 3
Elements of Dramatic Production 69-204

Electives ..... **14 hrs.**



Football is a major sport at Shepherd College.

Division of Languages and Literature

In addition to providing opportunities for learning practical language skills, the Division of Languages and Literature seeks to prepare students for living in the complex modern world by introducing them to perspectives afforded by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities, as well as the paradoxes, of life may be better understood.

ENGLISH

Purposes: To teach students to express thought accurately, to organize ideas effectively, to develop skills in the use of literary materials, and to interpret orally the thoughts of others with clear images and appropriate emotions. To teach students to understand and to appreciate the literary heritage of humanity.

Curriculum for a Major and Teaching Field in English

The minimum requirement of 39 semester hours of academic work in English includes the fifteen hours listed in the general education requirements. In addition, all students in the program are strongly advised to complete at least two years of a foreign language study. It is further suggested that students majoring in English take a minor in French, history, Journalism, speech and drama, or library science.

Total hours required for a major and teaching field	39*
Required courses:	
Modern Grammar 60-331 **or** History of the English Language 60-405**	3
Advanced Composition 60-332 **or** Creative Writing 60-362**	3
Shakespeare 61-303	3
Chaucer 61-430 **or** Milton 61-435	3
American Literature 61-310	3
Electives:	
Three courses from the following***	
Mythology 61-300	3
Short Story 61-301	3
Contemporary American Literature 61-302	3
Early Dramatic Literature 61-302	3
Modern Dramatic Literature 61-305	3
Literature of the English Renaissance 61-306	3
Bible as Literature 61-308	3
Poetry 61-309	3
World Literature 61-313-314	3
The English Novel 61-315	3
Victorian Literature 61-317	3

Romantic Literature 61-317	3
Eighteenth Century English Literature 61-321	3
American Fiction 61-360	3
American Poetry 61-361	3
Seminar in Literature 61-405	3
Great Books 61-416-417	3
The Modern Novel 61-420	3
Elizabethan Drama 61-425	3
Literary Criticism 61-436	3

*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

**See course description.

***With the consent of the chairman of the division and the student's advisor, a course from **one** of the following: library science, journalism, advanced speech, play production, direction, religion, or History of the English Language may be substituted for **one** course under literature electives.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

Curriculum for a Teaching Field in Language Arts Comprehensive Grades 7 through 12

Total hours required for a teaching field	53*
Required, 21 hours:	
Modern Grammar 60-331	3
Shakespeare 61-303	3
American Literature 61-310	3
Chaucer 61-430 **or**	
Milton 61-435	3
Mythology 61-300 or World Literature 61-313	3
Electives: **Two** courses from the following:	
Short Story 61-301	3
Contemporary American Literature 61-302	3
Early Dramatic Literature 61-304	3
Modern Dramatic Literature 61-305	3
Literature of the English Renaissance 61-306	3
Bible as Literature 61-308	3
Poetry 61-309	3
World Literature 61-314	3
The English Novel 61-315	3
Victorian Literature 61-316	3
Romantic Literature 61-317	3
Eighteenth Century English Literature 61-321	3
American Fiction 61-360	3
American Poetry 61-361	3
Seminar in Literature 61-405	3
Great Books 61-416-417	3
The Modern Novel 61-420	3
Elizabethan Drama 61-425	3
Literary Criticism 61-436	3
Speech, 12 hours:	
Voice and Diction 69-200	3
Play Direction 69-309 or Direction 69-311	3
Oral Interpretation of Literature 69-323	3

Electives: **One** Course from the following:

Play Acting 69-203 or Acting 69-312	3
Elements of Dramatic Production 69-204	3
Theatre Practice 69-208	3
Stagecraft and Scene Design 69-246	3
Persuasive Speaking 69-300	3
Public Speaking 69-315	3
Discussion: Principles and Types 69-319	3
Argumentation and Debate 69-320	3
Speech Correction 69-330	3
History of the Theatre 69-341	3

Journalism, 5 hours:

Introduction to Journalism 62-101	3
High School Journalism 62-301	2

*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

Curriculum for a Teaching Field in Language Arts Grades 5 through 9

Total hours required for a teaching field	24*

Required, 9 hours:

Modern Grammar 60-331	3
Backgrounds of Literature 61-202	3
Oral Interpretation of Literature 69-323	3

*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

Curriculum for a Minor in English

Total hours required for an English minor	27*

Required, 12 hours:

Shakespeare 61-303	3
Electives from composition and literature courses numbered 300 or above	9

*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

JOURNALISM

Purposes: To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers. All students minoring in Journalism are expected to do practical work on the Shepherd College publications.

Curriculum for a Minor in Journalism

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Problems 72-205 would also be helpful.

Total hours required for a minor 21

Required courses:

News Writing 62-204	3
Editing and Make-up 62-206	3
News Story Types 62-305	3
Feature and Editorial Writing 62-306	3
Propaganda and Public Opinion 62-310	3
Electives from the field of journalism	6

LIBRARY SCIENCE

The Library Science curriculum is designed primarily to prepare students for effective school library work.

The program is based on the following specific objectives:

1. To train school librarians for effective service in the elementary, junior and senior high schools.
2. . To provide future teachers with an opportunity to acquire library skills, which will enable them to direct pupils in the effective use of school libraries.
3. . To provide a foundation for possible graduate study in the field of librarianship.

Students who expect to enter the Library Science program should contact the Library Science Department no later than the beginning of their sophomore year to plan their program.

All students in the Library Science program must earn a 2.0 grade in each library science course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in Library Science and must have received unqualified admission to the Professional Education Block as prerequisite to enrollment in 63-318, Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Electives should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Librarian specialization must be selected in combination with specialization for classroom teaching in grades 7 through 12, 7 through 9, 1 through 12, or with the diversified (self-contained classroom) specialization. A minimum of 21 hours of credit is

required for West Virginia certification of school librarians with these specializations. Student teaching will be done in the student's first field in order to give the prospective librarian not only the teacher's viewpoint but also certification in that field.

Curriculum for a Minor or a Teaching Field in Library Science

Required courses	27 hours
Introduction to Libraries and Librarianship 63-215	3 hours
Library Materials for Children 63-302	3 hours
Library Materials for Adolescents 63-303	3 hours
Reference and Bibliography 63-306	3 hours
Instructional Media 63-310	3 hours
Cataloging and Classification 63-316	3 hours
Library Practice 63-318	3 hours
School Library Organization and Administration 63-327	3 hours
Audio-Visual Aids 21-305	3 hours

MODERN LANGUAGES

Purposes: To introduce the student to the language, literature, and culture of France and Germany.

Curriculum for a Minor in French

Total hours required for a minor	24
Required courses, 6 hours:	
Elementary French 64-101, 102	6
Electives, 18 hours:	
Intermediate French 64-203	3
Intermediate French 64-204	3
Survey of French Literature 64-303	3
Survey of French Literature 64-304	3
Applied Linguistics in Oral French 64-402	3
Advanced French Conversation 64-403	3
French Civilization and Culture 64-404	3

Two semester hours may be deducted for each high school unit — maximum deduction, 6 hours.

SPEECH, DRAMA, BROADCASTING

Purposes: To provide an opportunity for students to develop an understanding and appreciation of speech, drama and broadcasting as part of general education; to train students for educational and community situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama and broadcasting as a recreational-cultural activity.

Students who enrolled prior to 1973 with a major in Speech and Drama or a teaching field in Speech will follow the catalog under which they entered.

Curriculum for a Minor in Speech and Drama

Total hours required for a minor 24

Required courses, 18 hours:

- Voice and Diction 69-200 3
- Elements of Dramatic Production 69-204 3
- Persuasive Speaking 69-300 or Public Speaking 69-315 3
- Discussion: Principles and Types 69-319 or Argumentation and Debate 69-320 3
- Play Direction 69-309 or Direction 69-311 3
- Oral Interpretation of Literature 69-323 3

Electives, 6 hours:

Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.

Curriculum for a Minor in Communications

Total hours required for a minor. 24

Required Core, 9 hours:

Choose 3 courses: One must be in the student's Emphasis Area

- Introduction to Journalism 62-101 3
- Elements of Dramatic Production 69-204 3
- Introduction to Broadcasting 69-211. 3
- Elements of Speech Communication 69-215 3

Emphasis Area, 15 hours: Select one of the following emphasis areas:

Broadcasting, 15 hours:

- Play Direction 69-309 3
- Radio Announcing 69-213. 3
- Advanced Radio Announcing 69-326. 3
- Educational Broadcasting 69-329. 3
- Persuasive Speaking 69-300 or Public Speaking 69-315 or News Writing 62-204 or Editing and Make-Up 62-206 3

Drama, 15 hours:

- Stagecraft and Scene Design 69-246 3
- Play Direction 69-309 3
- Acting 69-312 3
- History of the Theatre 69-341. 3
- Direction 69-311 or Oral Interpretation of Literature 69-323 or Shakespeare 1-303 Early Dramatic Literature 61-304 or Modern Dramatic Literature 61-305 3

Journalism, 15 hours:

- News Writing 62-204 3
- Editing and Make-Up 62-206 3
- News Story Types 62-305 3
- Feature and Editorial Writing 62-306 3
- Propaganda and Public Opinion 62-310 3

Speech Communication, 15 hours:

- Voice and Diction 69-200. 3
- Persuasive Speaking 69-300 3
- Public Speaking 69-315 3
- Discussion: Principles and Types 69-319 3
- Argumentation and Debate 69-320 3
- Oral Interpretation of Literature 69-323 3
- Speech Correction 69-330 3

Division of Science and Mathematics

This Division offers the courses, seminars, laboratories, practicums, instruction and counseling which provide opportunities for enhancing the knowledge, skills, literacy, attitudes, and appreciations in science and mathemetics which:

1. are consistent with the College's concept of a liberal education,
2. are necessary for the pursuit of an occupation in the sciences, mathematics, or health-related fields as a practitioner, teacher, or technician,
3. are basic to the pursuit of further knowledge in the more advanced natural sciences, mathematics, and health-related professions, and
4. contribute to the development of informed, responsible participating citizens.

BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to finding solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine, and other related fields.

Note: Biology majors may satisfy the General Studies Mathematics requirement by demonstrating competence through the level of 85-108 and 85-204 or 85-314 for 85-215.

Curriculum for Biology and General Science Teaching Field (Comprehensive) Grades 7 Through 12

Hours required in Biology, Chemistry, Physics, and General Science	**58**
Hours required in Biological Science	**26**
Required Courses in Biological Science	
Plants as Organisms 81-208	**4**
Animals as Organisms 81-209	**4**
Cell Biology 81-305	**4**
Directed Research 81-315, 81-316	**2**
Genetics 81-344	**4**
Developmental Biology 81-406	**4**
General Ecology 81-420	**4**

Required Courses in Chemistry, Physics and General Science	26
Practicum 81-290, 291	2
General Chemistry 82-107, 108 (or equivalent)	8
General Physics 83-211, 212	8
General Astronomy 84-105	3
Devleopment of Science Seminar 84-107	1
Process of Science Seminar 84-108	1
Physical Geology 84-206 or Historical Geology 84-207	3

Electives: At least 6 hours from the following courses, to include a minimum of 3 hours from 81-312, 81-313 and 81-324-325.

Microbiology 81-302	4
Plant Pathology 81-310	3
Vertebrate Natural History 81-312	4
Invertebrate Natural History 81-313	4
Plant Taxonomy 81-324, 325	2, 1
Comparative Anatomy 81-332	4
Plant Physiology 81-410	3
Animal Physiology 81-412	3
Special Topics 81-450	1-3
Organic Chemistry 82-315, 316	8
Biochemistry 82-319	3
Biochemical Techniques 82-320	3
Meteorology 84-100	3
Introduction to Oceanography 84-210	3
Earth Science 84-305	3

Curriculum for a Major in Biology

Total Hours in Biology Required for a Major	34
Required Biology Courses:	
Plants as Organisms 81-208	4
Animals as Organisms 81-209	4
Cell Biology 81-305	4
Directed Research 81-315, 81-316	2
Genetics 81-344	4
Developmental Biology 81-406	4
General Ecology 81-420	4
Eight additional hours to be selected from 81-302, 81-310, 81-312, 81-313, 81-324, 81-332, 81-401, 81-410, 81-412, 81-413, 81-414, 81-415 and 81-450	8
	34
Required related courses:	
General Chemistry 82-107, 82-108	8
General Physics 83-211, 83-212	8
Development of Science Seminar 84-107	1
Process of Science Seminar 84-108	1
	18

Curriculum for a Minor in Biology

Total Hours in Biology Required for a Minor	24
Required Biology Courses:	
Plants as Organisms 81-208	4

Animals as Organisms 81-209 4
Cell Biology 81-305 4

Two of the following three:

Genetics 81-344 4
Developmental Biology 81-406 4
General Ecology 81-420 4

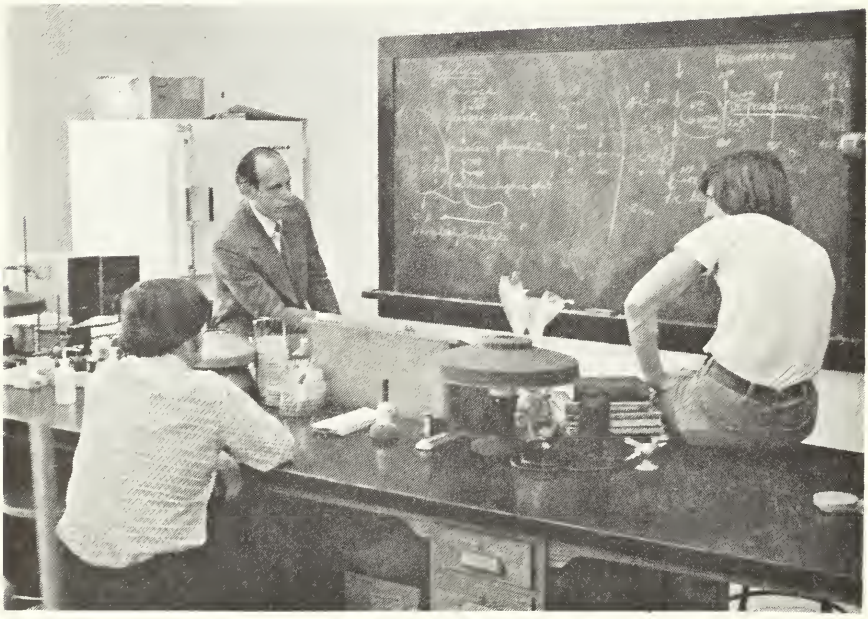
Four additional hours to be selected from:

81-302, 81-310, 81-312, 81-313, 81-324, 81-325, 81-332, 81-344, 81-401, 81-406, 81-410, 81-812, 81-420 4

24

Required related courses:

Elementary Chemistry 82-103, 82-104 or
General Chemistry 82-107, 82-108 8



CHEMISTRY

Purposes: The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1) to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science: and (5) for a nonscience career where a broad educational background is needed.

Note: Chemistry majors may satisfy the General Studies Mathematics requirement by demonstrating competence through the level of 85-108 and 85-204 or 85-314 for 85-215.

Curriculum for Chemistry and General Science Teaching Field (Comprehensive) Grades 7 through 12

Hours required for Chemistry, General Science	44
Hours required in Chemisry	22
Required courses in Chemistry: 16 hours	
General Chemistry 82-107, 82-108	8
Organic Chemistry 82-315, 82-316	8
Electives: 6 hours	
Inorganic Chemistry 82-310	3
Radiochemistry 82-308	3
Biochemistry 82-319	3
Biochemical Techniques 82-320	3
Analytical Chemistry 82-321	4
Instrumental Analysis 82-322	3
Solution Chemistry 82-327	3
Solution Chemistry Lab 82-328	1
Seminar 82-331, 81-332	2
Advanced Organic Chemistry 82-415, 82-416	6
Spectroscopy 82-427	2
Hours required in related fields:	22
Required courses in related fields:	
Plants as Organisms 81-208	4
Animals as Organisms 81-209	4
General Physics 83-211, 83-212	8
Physical Geology 84-206 or Historical Geology 84-207	3
General Astronomy 84-105	3
Electives, if desired:	
Earth Science 84-305	3
Meterology 84-100	3
Geology (not taken above)	3
Conservation 84-304	3

Mathematics to be prescribed by the Division of Science and Mathematics and to meet the needs of the individual.

Science students get practical experience in labs.

Curriculum for a Major in Chemistry

Total hours required for a major	33
Required Courses:	
General Chemistry 82-107, 82-108	8
Organic Chemistry 82-315, 82-316	8
Analytical Chemistry 82-321	4
Instrumental Analysis 82-322	3
Physical Chemistry Group	
Solution Chemistry 82-327	3
Solution Chemistry Lab 82-328	1
Spectroscopy 82-427	2
Thermodynamics 82-428	3
Thermodynamics Lab 82-429	1
Electives:	
Inorganic Chemistry 82-301	3
Radio Chemistry 82-308	3
Biochemistry 82-319	3
Biochemical Techniques 82-320	2
Seminar 82-331, 82-332	2
Advanced Organic Chemistry 82-415, 82-416	6
Special Studies 82-431, 82-432	6
Required related courses	
General Physics 83-211, 83-212	8
Mathematics through Calculus	

Curriculum for a Minor in Chemistry

Total Hours required for a minor	24
Required courses: 16 hours	
General Chemistry 82-107, 82-108	8
Organic Chemistry 82-315, 82-316	8
Electives: 8 hours	
Inorganic Chemistry 82-301	3
Radiochemistry 82-308	3
Biochemistry 82-319	3
Biochemical Techniques 82-320	2
Analytical Chemistry 82-321	4
Instrumental Analysis 82-322	3
Seminar 82-331, 82-332	2
Physical Chemistry group	
Solution Chemistry 82-327	1
Solution Chemistry Lab 82-328	1
Spectroscopy 82-427	2
Thermodynamics 82-428	3
Thermodynamics Lab 82-429	1
Advanced Organic Chemistry 82-415, 82-416	6
Special Studies 82-431, 82-432	6

GENERAL SCIENCE

Purposes: To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily living and to acquire general knowledge of resources and mineral products.

Curriculum for General Science (Associate Teaching Field) Grades 7 through 9

Hours required for General Science 36

Required courses:

- Biology 81-101, 81-102 or 81-208, 81-209 8
- Plant Taxonomy 81-324 & 81-325 3
- Chemistry 82-103, 82-104 or 82-107, 82-108 8
- General Physics 83-211, 83-212 8
- Physical Geology 84-206 or Historical Geology 84-207 3
- General Astronomy 84-105 3

Electives, 3 hours:

- Meteorology 82-100 3
- Earth Science 84-305 3
- Geology (not taken above) 3
- Environmental Conservation 84-304 3

Those who pursue this program must select an additional field.

Curriculum for a Teaching Field with Subject Specialization in Science Grades 5 through 9

Hours Required 31

Required Courses

- General Biological Science 81-101, 81-102 8
- General Physical Science 84-103, 84-104 8
- Physical Geology 84-206 or Earth Science 84-305 3

Electives, 12 hours:

Two courses from the following:

- Historical Geology 84-207 3
- General Astronomy 84-105 3
- Meteorology 84-100 3

Two courses from the following:

- Plant Taxonomy I 81-324 2
- Plant Taxonomy II, 81-325 1
- Field Zoology 81-312 3
- Entomology 81-303 3
- Environmental Conservation 84-304 3

Curriculum for a Major in Park Administration, Natural Science Option

This curriculum is presented jointly with the Social Science Division. See the full description for the program in the section of this catalog for that Division on page 93.

General Studies requirements ..... 47 hours

Additional specified courses ..... 21 hours

- General Psychology 22-103 and 22-104 6
- State and Local Government 72-102 3
- Later American History 71-202 3
- Advanced Composition 60-332 or Public Speaking 69-315 3

Environmental Conservation 84-304 or General Ecology 81-420	3	(or 4)
Personnel Management 11-409	3	
Park Administration courses	21	hours
Introduction to Park Administration 79-201	3	
Park Management I, 79-301	3	
Park Management II,79-302	3	
Parks in the Urban Setting 79-310	3	
State and Federal Park Policy 79-401	3	
Directed Field Placement (Natural Science Option) 79-450	6	
Natural Science Option	21	hours
Natural Science Interpretation 84-350	3	
Natural Science Electives with at least 6 hours from Biology (81) courses and 6 hours from General Science (84) courses	18	hours
Plant Pathology 81-310	3	
Vertebrate Natural History 81-312	4	
Invertebrate Natural History 81-313	4	
Plant Taxonomy I and II 81-324, 81-325	3	
Plant Physiology 81-410	3	
Animal Physiology 81-412	3	
Meterology 84-100	3	
Astronomy 84-105	3	
Physical Geology 84-206	3	
Historical Geology 84-207	3	
Earth Science 84-305	3	

MATHEMATICS

Purposes: To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

Note: Mathematics majors may satisfy the General Studies Mathematics requirement by completing the following courses in place of Mathematics 85-215; 85-106, 85-107, 85-108 or 85-105 and 85-108.

Curriculum for Mathematics Teaching Field (Comprehensive)
Grades 7 through 12

Hours required	36
Required courses:	
Algebra-Trig. 85-105 or Trig. 85-106 and Coll. Alg. 85-107	4
Elementary Analysis 85-108	2
College Geometry 85-200	3
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Calculus with Analytic Geometry III 85-309	4
Introduction to Abstract Algebra 85-312	3
Computer Programming 85-317	3
Foundations of Geometry 85-424	3
Electives approved by Math Department	6

Curriculum for Mathematics (Associate Teaching Field) Grades 7 through 9

Hours required	24
Required courses:	
Algebra-Trig. 85-105 or Trig. 85-106 and Coll. Alg. 85-107	4
Elementary Analysis 85-108	2
College Geometry 85-200	3
Introduction to Matrices 85-204	2
Calculus with Analytic Geometry I 85-207	4
Introduction to Abstract Algebra 85-312	3
Foundations of Geometry 85-424	3
Electives approved by Math Department	3

Curriculum for a Teaching Field with Subject Specialization in Mathematics Grades 5 through 9

Hours required (in addition to 85-215 and 85-300)	13
Required courses:	
College Algebra 85-107	2
Elementary Analysis 85-108	2
College Geometry 85-200	3
Introduction to Abstract Algebra 85-312 (prereq. 85-200 and 85-108 for those in this program)	3
Foundations of Geometry 85-424	3

Curriculum for a Major in Mathematics

Hours required	36
Algebra-Trig. 85-105 or Trig. 85-106 and Coll. Alg. 85-107	4
Elementary Analysis 85-108	2
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Calculus with Analytic Geometry III 85-309	4
Introduction to Abstract Algebra 85-312	3
Computer Programming 85-317	3
Electives approved by Math Department	12

Each major will select at least one, three hour course from each of the following areas:

Area I. Analysis	Area II. Applied	Area III. General
Diff. Equations 85-401	Stat. Anal. 85-314	Num. Theory . . . 85-404
Diff. Equations. 85-402	Numerical Anal. . 85-318	Topics 85-405
Adv. Calculus 85-410	Theory of Prob. . 85-321	Linear Algebra . . 85-407
Adv. Calculus 85-411		Int. to Topologoy 85-415
		Found. of Geom. 85-424

Curriculum for a Minor in Mathematics

Hours required	23
Required courses:	
Algebra-Trig. 85-105 or Trig. 85-106 and Coll. Alg. 85-107	4
Elementary Analysis 85-108	2
Calculus with Analytic Geometry I 85-207	4
Calculus with Analytic Geometry II 85-208	4
Electives approved by Math Department	9

For purposes of prerequisites to later courses, 85-104 is equivalent to 85-107; 85-105 is equivalent to 85-106 and 85-107. (Credit can be given for only one 85-104, 85-105, and 85-107.

Nursing

Purpose: The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

As the nursing courses are designed to be progressive in nature, the student must satisfactorily complete each course with a 2.0 in order to proceed with the nursing course series.

For sequence of prerequisite and corequisite courses which must be followed in order to progress in the Department of Nursing, see the Student Handbook.

An application for admission to the Nursing Program, in addition to the application for admission to Shepherd College, must be on file in the Nursing Department office by December 1 of the year preceding intended enrollment.

Nursing students utilize a fully equipped on-campus learning lab in addition to their hospital training.

Curriculum for the Associate of Science degree of Nursing

Required courses, first year. 32 semester hours	
Elementary Chemistry 82-103, 82-104	8
Human Anatomy and Physiology 81-225, 81-226	6
Fundamentals of Speech 69-202	3
Written English 60-101	3
General Psychology 22-103	3
Clinical Nursing I 86-101	4
Clinical Nursing II 86-102	5
Required course, summer session, 5 semester hours	
Clinical Nursing III 86-111	5
Required courses, second year, 34 semester hours	
Clinical Nursing IV 86-201, 86-202	12
Clinical Nursing 86-203, 86-204, 86-205, 86-206	8
Microbiology 81-302	4
General Sociology 73-203	3
Nursing Seminar 86-250	1
Electives	6

Curriculum for a Minor in Nursing

Total hours required for a minor	34
Required Nursing courses, 34 hours	
Clinical Nursing I 86-101	4
Clinical Nursing II 86-102	5
Clinical Nursing III 86-111	10
Clinical Nursing IV 86-201, 86-202	12
Clinical Nursing V 86-203, 86-204, 86-205, 86-206	8
	34
Required related courses	
Human Anatomy and Physiology 81-225, 81-226	6
Elementary Chemistry 82-103, 82-104 (or equivalent)	8

MEDICAL TECHNOLOGY

Purposes: The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program at a hospital such as the Newton D. Baker Hospital at the Veterans Administration Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College to complete their preparation for admission to the hospital clinical training. Transfer students must do a minimum of one year's work on the Shepherd College Campus before entering the clinical program.

It is the student's responsibility to apply for admission to the specific hospital programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates.

Curriculum for a Major in Medical Technology

Total Hours Required		86
Required Biology Courses		10
Human Anatomy and Physiology 81-225, 226	6	
Microbiology 81-302	4	
Electives in Biology		12
Cell Biology 81-305	4	
Genetics 81-344	4	
Histology 81-401	4	
Developmental Biology 81-406	4	
Animals as Organisms 81-209	4	
Required Chemistry Courses		8
General Chemistry 82-107, 108	8	
Electives in Chemistry		15
Organic Chemistry 82-315, 316	8	
Analytical Chemistry 82-321	4	
Biochemistry 82-319	3	
Solution Chemistry 82-327	3	
Instrumental Analysis 82-322	3	
Biochemical Techniques 82-320	2	
Seminar 82-331	1	
Required Mathematics Course		4
Algebra-Trigonometry 85-105	4	
Clinical Hours Required		37

Courses in Physics and Statistics are recommended.

FIRE SERVICE AND SAFETY TECHNOLOGY

Purposes: The curriculum is designed to prepare individuals to provide leadership in community and industrial fire prevention and suppression and industrial safety. Students may elect to pursue the 30 credit hour certificate program or the 64 credit hour Associate of Applied Science Degree program. Course offerings will be scheduled to encourage part-time student participation. Many of the courses will be taught by professionals in the field and will make use of the variety of facilities available in the region.

Associate of Applied Science Degree — **64 hours**

Required courses in department — **20 hours**
- Introduction to Fire Service 88-101 — 3
- Fire Prevention 88-102 — 3
- General Physical Science 84-113 — 4
- Structures and Building Codes 88-201 — 3
- Hazardous Materials 88-202 — 3
- Emergency and Rescue Operations 88-203 — 3
- Practicum I, 88-205 — 1

Elective courses in department — **10 hours**

Of special interest for students desiring to concentrate in fire service
- Fire Company Admin. 88-301 — 3
- Tactics and Strategy of Fire Suppression 88-302 — 3
- Fire Investigation 88-303 — 3
- Fire-Fighting Water Control 88-304 — 3

Of special interest for students desiring to concentrate in safety technology
- The Industrial Fire Brigade 88-311 — 3
- OSHA I, 88-312 — 3
- Industrial Safety 11-320 — 3
- Automated Fire Protection Systems 88-313 — 3

Electives for either area of concentration
- Practicum II 88-351 — 1
- Special Topics (may be repeated for additional credit) 88-390 — 1-4

The above 30 credit hours constitute a certificate program.

Other required courses — **25 hours**
- English 60-101, 102 — 6
- Speech 69-202 — 3
- Psychology 22-103 — 3
- First Aid 41-353, 354 — 3
- General Physical Science 84-104 — 4
- Sociology 73-203 — 3
- State and Local Government 72-102 — 3

Other Elective Courses — **9 hours**

Elective courses should be selected with advisement. Suggested courses include Typewriting, Office Procedures, Written Communications in Business, Business Writing, Insurance, Human Relations in Industry, Psychology of Mental Health, Industrial Sociology, Audio-Visual Aids, Human Anatomy and Physiology, Photography, courses in the field of journalism, speech or mathematics courses.

Division of Social Sciences

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology, and social studies teaching. Minor fields of study are available in history, political science, and sociology. In addition the Division offers courses in the disciplines of geography and philosophy. The faculty is dedicated to the preparation of students for entrance into teaching, into graduate and professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with near-by localities in Virginia and Maryland.

HISTORY

Purpose: The study and understanding of the various civilizations and of the historical past in all aspects will enable citizens to confront the present and future with more intelligence and responsibility.

Curriculum for a Major in History

Total hours required for a major	30
Required courses, 18 hours:	
American History 71-201 and 71-202	6
American Federal Government 72-101	3
Modern European History 71-333	3
Recent United States History 71-312 or World History 71-404	3
History of Russia 71-412 or The Far East 71-420	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or Constitutional Law 72-401	

Curriculum for a Minor in History

Total hours required for a minor	24
Required courses, 18 hours:	
American History 71-201 and 71-202	6
American Federal Government 72-101	3
Modern European History 71-333	3
Recent United States History 71-312 or World History 71-404	3
History of Russia 71-412 or The Far East 71-420	4
Elective courses, 6 hours selected from upper division courses in history.	

Curriculum for Teaching Field in Social Studies (Comprehensive) Grades 7 through 12

Required courses in general studies, 15 hours	
History 71-101 and 71-102	6
Political Science 72-101	3
Sociology 73-203	3
Economics 12-205	3

Required courses, 36 hours
History
American History 71-201 and 71-202 6
West Virginia History, Government & Geography 71-209 3
Recent United States History 71-312 3
Modern European History 71-333 3
History of Russia 71-412 or The Far East 71-420 3
Elective from upper division history courses 3
Political Science
State and Local Government 72-102 3
Sociology
Social Problems 73-205 3
Economics
Economic Problems 12-206 3
Geography
Principles of World Geography 74-101 3
World Economic Geography 74-301 3

Total hours required in concentration 51

Curriculum for Teaching Field in Social Studies
Grades 5 through 9

Required courses in general studies, 15 hours
History 71-101 and 71-102 6
Government 72-101, American Federal Government 3
Sociology 73-203, General Sociology 3
Economics 12-205, Princples of Economics 3

Required courses, 12 hours
American History 71-201 and 71-202 6
West Virginia History, Government, & Geography 71-209 3
Principles of World Geography 71-101 3

Total hours required in concentration 27

PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural and scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

Curriculum for a Major in Park Administration

Minimum hours required for graduation 128
General Studies Requirements 47
Park Administration and Additional Courses 42
General Psychology 22-103 and 22-104 6
State and Local Government 72-102 3

- Later American History 71-202 . . . 3
- Advanced Composition 60-332 or Public Speaking 69-315 . . . 3
- General Ecology 81-420 or Environmental Conservation 84-304 . . . 3
- Personnel Management 11-409 . . . 3
- Introduction to Park Management 79-201 . . . 3
- Park Management 79-301 and 79-302 . . . 6
- Parks in Urban Setting 79-310 . . . 3
- State and Federal Park Policy 79-401 . . . 3
- Directed Field Placement 79-450 . . . 6

American historical option* . . . 21
- Early American History 71-201 . . . 3
- American Social History to 1877 71-315 . . . 3
- American Social History since 1877 71-316 . . . 3
- Historic Preservation and Interpretation 71-300 . . . 3
- American history electives from the following group . . . 9
  - American Colonial History and Revolutionary Experience 71-302 . . . 3
  - The Early Republic, 1781-1850, 71-303 . . . 3
  - American Civil War and Reconstruction 71-304 . . . 3
  - History of the Lower Shenandoah Valley 71-305 . . . 3
  - The Gilded Age and Progressive Era 71-310 . . . 3
  - Economic History of the United States 71-311 . . . 3
  - Recent United States History 71-312 . . . 3
  - Diplomatic History of the United States 71-402 . . . 3
  - History of the American Negro 71-405 . . . 3
  - Techniques of Research 71-413 . . . 3
  - Readings in American and Western Hemispheric History 71-425, 71-426 . . . 3
  - American Art 31-304 . . . 3

*Natural Science option is listed in Division of Science and Mathematics section of this catalog on page 189.

POLITICAL SCIENCE

Purposes: To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

Curriculum for a Major in Political Science

Total hours required for a major . . . 30

Required courses, 15 hours:
- State and Local Government 72-102 . . . 3
- Public Administration 72-201 . . . 3
- International Relations 72-403 . . . 3
- Early Political Theory 72-315 . . . 3
- Comparative Governments 72-325 . . . 3

Elective courses, 15 hours:
- Any 300 or 400 level courses in political science
- Government and Business 11-300
- Public Finance 12-310
- Diplomatic History of the United States 71-402

Curriculum for a Minor in Political Science

Total hours required for a minor **24**
Required courses, 15 hours:
- State and Local Government 72-102 . . . . . **3**
- Public Administration 72-201 . . . . . **3**
- International Relations 72-403 . . . . . **3**
- Early Political Theory 72-315 . . . . . **3**
- Comparative Governments 72-325. . . . . **3**

Elective courses, 9 hours:
- Any 300 or 400 level course in political science

Note: It is assumed that Political Science 72-101, American Federal Government, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.

The Washington Semester

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American Unversity, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

A **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers.

B **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.

C **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University.

D **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

SOCIAL WELFARE

Shepherd College offers a four-year liberal arts curriculum leading to a Bachelor of Science Degree in Social Welfare. The general purpose of the Social Welfare course of instruction is to develop within the student an inquiring, creative, scientific attitude toward the study of man, his basic groups and his various forms of society and culture. The total program is thoroughly grounded in the liberal arts while a major aim of the specific social welfare course content is designed to provide students with the basic values, attitudes, and skills needed to function as a first-level helping person and change-agent within this Nation's system of delivery of human welfare services.

The major objectives of the social welfare program are as follows:

1. To contribute to the general education of the student through providing a course of instruction based upon the liberal arts tradition.

2. To develop within the student a sense of basic social work values through exploration of social welfare needs, services and issues.

3. To develop knowledge and skill in delivery of human welfare services.
4. To expose students to the basic elements of social work practices in the traditional areas of casework, group work, and community organization as well as the emerging concept of the social work "generalist".
5. To prepare students for professional social work positions in rural and urban settings not requiring graduate social work education.
6. To contribute to the preparation of students for admission to graduate schools of social work that offer advanced professional education.

NOTE: Social Welfare majors may fulfill the General Studies mathematics requirement by completing 85-104 and 85-314 or 11-314 in place of 85-215.

Curriculum for a Major in Social Welfare

Minimum hours required for graduation	128
General Education Requirements	47
Social Welfare Curriculum	66
Approved electives (300 or 400 level unless foreign language or Economics 12-206 is selected)	15
Note: Social welfare majors will substitute Mathematics 85-104 for Mathematics 85-215 to meet general education requirements.	
Total hours required for a major	66
Psychology 22-103 and 22-104 General Psychology	6
Psychology 22-205 Social Psychology or Psychology 22-310 Psychology of Personality	3
Political Science 72-102 State and Local Government	3
Sociology 73-205 Social Problems	3
Social Welfare 75-301 Social Welfare as a Social Institution	3
Social Welfare 75-311 Social Work Methods I	3
Social Welfare 75-312 Social Work Methods II	3
Sociology 73-303 The Family	3
Sociology 73-307 Population and Urban Problems	3
Soiciology 73-312 Introduction to Juvenile Delinquency or Social Welfare 75-313 Child Welfare Services	3
Mathematics 85-314 Statistical Analysis	3
Philosophy 76-315 Ethics	3
Home Economics 25-300 Marriage Relations	3
Home Economics 25-304 Child Development	3
Home Economics 25-318 Nutrition	3
Home Economics 25-403 Consumer Economics	3
Social Welfare 75-404 Social Welfare Seminar	3
Social Welfare 75-407 and 75-408 Field Experience in Social Work	6
Sociology 73-402 Criminology	3
Sociology 73-403 Ethnic Relations	3

SOCIOLOGY

The major objectives of the sociology program are:

1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.

2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fullfillment of his obligations as a responsible citizen in a democratic society.

3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

Curriculum for a Major in Sociology

Total hours required for a major 36

Required courses, 21 hours:
- 73-205 Social Problems 3
- 73-303 The Family 3
- 73-312 Introduction to Juvenile Delinquency or
  73-402 Criminology 3
- 73-403 Ethnic Relations 3
- 73-405 Research Methods 3
- 73-410 Social Theory 3
- 85-314 Statistical Analysis 3

Elective courses, 15 hours
- Any 300 or 400 level course in sociology or anthropology
- Education 85-310 Educational Sociology

Note: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance of the sociology major or minor curriculum.

Sociology majors may substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

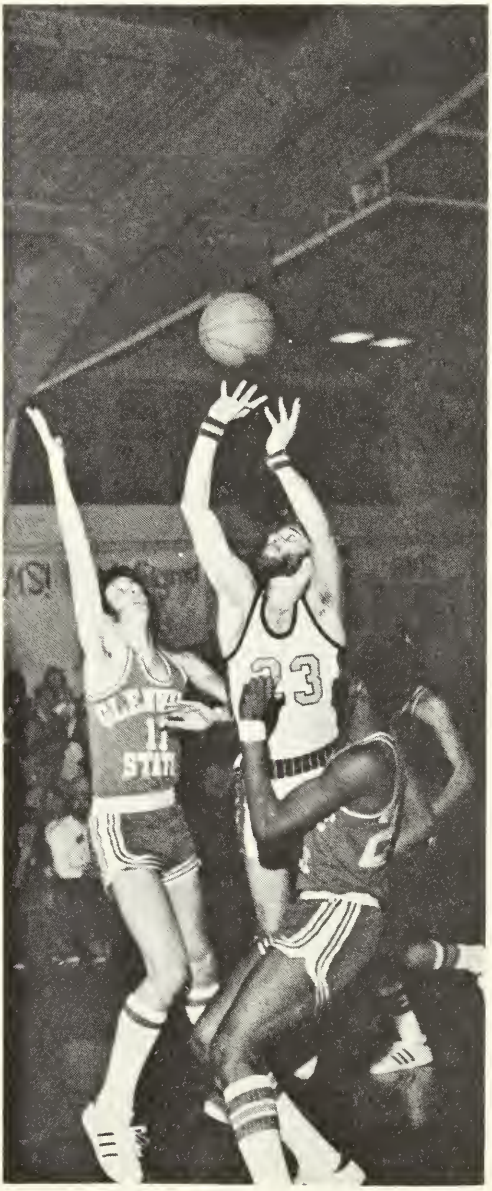
Curriculum for a Minor in Sociology

Total Hours required for a minor 24

Required courses, 15 hours:
- 73-205 Social Problems 3
- 73-303 The Family 3
- 73-312 Introduction to Juvenile Delinquency or
  73-402 Criminology 3
- 73-403 Ethnic Relations 3
- 73-410 Social Theory 3

Elective courses, 9 hours:
- Any 300 or 400 level course in sociology or anthropology
- Education 21-310 Educational Sociology
- Mathematics 85-314 Statistical Analysis

The Nursing Department is housed in Miller Hall, one of the oldest buildings on the Shepherd campus.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